





## Payment conditions:

- Course fees must be **paid in full 14 days prior** to the course start date to **reserve** your seat. Bookings will be **cancelled** if payment was not received **14 days prior** to the course start date.
- Proof of payment must be submitted to [enrolments@ce.up.ac.za](mailto:enrolments@ce.up.ac.za) **upon enrolment**. All payments must reflect the **invoice number or ID number** of the applicant.
- Should the course fee be funded by an institution (including the employer) on behalf of the applicant, the applicant must supply CE at UP with supporting documentation in the form of an official purchase order **upon enrolment**.
- Attendance will **not** be permitted without payment.
- CE at UP reserves the right to withhold **access** to a course and a delegate's **results** and **certificate** if full payment for the course has not been received.

## General:

- Enrolment in any of the courses presented by CE at UP would result in this terms and conditions finding application.
- If the applicant does not agree to be bound by these terms and conditions of enrolment, such enrolment should not be proceeded with.
- These terms and conditions of enrolment ("terms and conditions of enrolment") apply to all applicants who may enrol for any course offered by CE at UP.
- The applicant is entitled to print a copy of these terms and conditions as well as the other documents accessible through the Internet and as may be referred to in this terms and conditions of enrolment.
- In the event that the applicant experiences any difficulties in printing these terms and conditions of enrolment or any of the other documents referred to or acquire assistance in obtaining a hard copy or electronic copy of said documents, please contact CE and UP at [info@ce.up.ac.za](mailto:info@ce.up.ac.za).
- Similarly, where an applicant does not understand or is unsure about the meaning of any of the terms and conditions of enrolment referred to herein the applicant is invited to approach CE at UP to obtain the necessary required information or detail.

## General conditions:

- The applicant agrees to accept responsibility to inform CE at UP of any changes in the information supplied on the enrolment form within the prescribed time period of which the applicant is aware.
- CE at UP reserves the right to refuse admission to a course to any applicant if the criteria for enrolment as stipulated in the course information have not been met in full.
- The applicant further confirms that he/she complies with the particular admission requirements to attend the course as applicable and as prescribed in the marketing material. The applicant further confirms that he/she fully understands the specific admission requirements. (In the event where there is any doubt the applicant should approach CE at UP to obtain the necessary detail requirements).
- The applicant confirms that by submitting the enrolment form he/she indicates his/her willingness to register for the course and to accept all responsibilities for payment of course fees as set out in the registration information.
- The applicant agrees to abide by the assessment criteria for the course as set out in the course material. (Where there is any doubt, the applicant is invited to approach CE at UP to obtain the required information before submitting his/her enrolment form).
- The applicant confirms that he/she understands that it is against the rules of the University of Pretoria (of which CE at UP forms a part) to commit any form of plagiarism (the publishing or stealing of work or ideas belonging to another person).
- The applicant understands that further detail on the policy on plagiarism of the University of Pretoria can be found at <http://upetd.up.ac.za/authors/create/plagiarism/students.htm> (If the applicant experiences any problem to access this address or require any further detail or copies, the policy will be made available on request.)
- The applicant agrees to abide by the general code of conduct for students of the University of Pretoria. The code of conduct can be found at <http://web.up.ac.za/sitefiles/file/2011%20yearbooks/General%20Regulations%20en%20information%202011.pdf> (If the applicant experiences any problem to access this address or require any further detail or copies, the policy will be made available.)
- The applicant understands that the library facilities of the University of Pretoria will not be available to the applicant and the University of Pretoria has no responsibility to provide the applicant with access to any library facilities.
- The applicant understands that the language of presentation of the courses is in English, unless stated otherwise.
- The applicant understands that in the event of any dispute of any nature whatsoever arising between the applicant and CE at UP, the South African law will apply and the appropriate courts of South Africa will have the jurisdiction.
- The applicant understands that all intellectual property rights, (i.e. by example rights in text, recordings, pictures or other licensed materials) vests with the University of Pretoria and the applicant may not reproduce or distribute any such material.

## Cancellation policy:

- CE at UP reserves the right to refuse admission to a course, in which case the applicant will be informed and applicable fees will be refunded.
- Cancellations are accepted in writing and without penalty up to **14 days prior** to the course start date. Notification of cancellation must be submitted in writing either via email to [enrolments@ce.up.ac.za](mailto:enrolments@ce.up.ac.za) or faxed to 012 434 2505.
- Applicants who cancel outside the approved cancellation period would not be entitled to any refunds unless the applicant is unable to attend as a result of reasons such as hospitalisation which in the sole discretion of CE at UP renders it impossible for the applicant to attend.

## Security and Privacy:

- CE at UP is committed to the protection of the privacy of the applicant. Personal information of the applicant will only be made available where CE at UP is statutory obliged to do so or for purposes of communication between CE at UP and the applicant and to give effect to the processing and presentation of the required course to the applicant.
- The applicant accepts full responsibility for the protection and usage of any passwords that will provide him/her access to CE at UP management information systems.
- The applicant further consents that personal information may be used for communication about his/her enrolment and related activities as well as for statistical and marketing purposes and that he/she has the right to terminate this use at any time by notice to CE at UP.

## Disclaimer:

- Neither CE at UP nor any of its agents or representatives shall be liable for any personal damages, loss or liability of whatsoever nature arising from the attendance of a course presented by CE at UP or as a result of entering upon the premises of the University of Pretoria.

## Amendments:

- Unforeseen circumstances may necessitate the appointment of speakers other than those advertised as part of the course. Where the applicant is not satisfied with any such changes, CE at UP will consider refunding the applicant in total or partly for the fees for part of the course already attended to.
- Course dates, programme sequence, time and venue are subject to change without notice. Where the applicant is not satisfied with any such changes, CE at UP will consider refunding the applicant in total or partly for the fees for part of the course already attended to.

## Payment methods:

The following payment methods are accepted:

- Electronic bank transfers to the following bank account:  
**Bank: ABSA Hatfield**  
**Account number: 407 026 8244**  
**Branch Code: 335545**
- Credit cards
- Cash payments will not be accepted