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Acutech Business Solutions (Pty) Ltd

Terms & Conditions: Provision of Training Services

The Terms & Conditions shall apply to all training carried out by Acutech Business Solutions to its Clients. No additions to, or modifications of these Terms & Conditions shall have effect unless expressly agreed in writing by both parties. Acutech Business Solutions employees and/or agents are not authorised to make any representations concerning the provision of services unless confirmed by Acutech Business Solutions in writing.

1. A signed Training Registration Form and /or an Appointment Letter from the Client will constitute a valid legal contract between Acutech Business Solutions and the Client

DEFINITIONS

- “Client” means a Company or an individual that completes a Registration Form or enters into a contractual arrangement through an Appointment Letter for the provision of training services.
- “Delegate” means the party or parties named as attendees to the training.
- “APMG” is an accredited certification body, which accredits professional training organizations and manages certification schemes for knowledge-based workers. APMG work with product owners such as AXELOS Limited. PRINCE2®, MSP®, P3O® are registered marks of AXELOS Limited.

REGISTRATION AND PAYMENT TERMS

2. Registration for training should be no later than fifteen (15) working days prior to the commencement of the intervention.
3. All course fees are due and payable 7 working days prior to the intervention on presentation of an invoice or as per the terms of the Appointment Letter. Interest will be charged on any overdue accounts
4. Discounts will apply for group bookings
5. Where applicable, additional costs may be included to cover accommodation, transport, courier services and related logistics. These will be communicated and confirmed with the Client prior to the training.



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DELEGATES

6. A minimum of eight (8) and a maximum of fifteen (15) delegates are required for a training session.
7. Substitution of delegates is permissible where applicable, and will not incur cancellation fees.

TRAINING RE-SCHEDULES AND CANCELLATIONS

8. Requests to reschedule training courses or cancel training must be made in writing no less than 15 working days before the initial training date
9. Cancellation of confirmed training by the Client less than the 15 working days will incur 100% recovery of fees.
10. No shows are considered cancellations and full payment will be due
11. Should there be additional costs and/or penalties incurred due to the rescheduling request and/or cancellation of the training by the Client, the Client will cover and pay for those costs (e.g. venue cancellations)

PRE-READING

12. Where applicable, pre-reading confirmations and study material will be submitted on receipt of the Appointment Letter and/or signed Training Registration Form and accompanying payment.

EXAMINATIONS

13. Where delegates need to sit for exams, they are required to prepare by reading and completing self-study pre-exam packs.
14. Delegates with any special requirements and needing additional time for the examination MUST indicate as such on the Training Registration Form for the necessary arrangements and permissions with the examining and certification body (APMG). Proof of special requirements will be required, either in the form of a certificate or a letter from a specialist.
15. Requests to re-write an exam must be made in writing and dates are subject to confirmation with the examining and certification body.

CERTIFICATES

16. Certificates will be issued upon successful completion of the training event, passing of exams (where applicable) and full payment received.

COPYRIGHT

17. Copyright exists on all materials (IP) supplied in any form. Copying, transfer or storage by whatever means may only be performed with the express written permission of the Managing Director of Acutech Business Solutions.



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RIGHT OF POSTPONEMENT OR CANCELLATION

18. While every care has been taken to ensure that the training programme / schedule is correct at the time of publication, Acutech reserves the right to change the schedule without notice and/or to postpone or cancel the event should the minimum numbers not be met and/or for any other reason beyond our control.

The Delegate, his/her guardian and the Client Sponsor hereby jointly and severally hold the Company (Acutech Business Solutions) harmless against any injury, harm or damage that the Delegate may suffer whilst on the premises of the Company and/or otherwise whilst participating in the activities associated with the Company

CORRESPONDENCE

19. Correspondence with Acutech Business Solutions must be in writing via email to training@acutech.co.za

Authorisation

I hereby authorise expenditure for the delegate(s) registered for the training offered by Acutech Business Solutions. I have read and agree with the Terms and Conditions. I am authorised to sign on behalf of my organisation.

Name & Surname	
Company Name	
Job Title	
E-mail	
Telephone	
Mobile	
Fax	

I accept the terms and conditions as stated above

Signature: _____

Date: _____



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