



JBS
JOHANNESBURG
BUSINESS SCHOOL

Terms and Conditions

Registration for this JBS executive programme is subject to the Terms and Conditions below.

Payments

- All JBS executive programme require the full, non-refundable payment - five (5) working days prior to the commencement of the programme.
- Registrations will not be confirmed until proof of payment is received by the JBS office.
- No discount options are available.

Registration Form

- To reserve a place on a JBS programme, the registration form must be completed in full, i.e. name, ID or passport number, the name of the JBS executive programme, etc.

Change to: The JBS coordinator will contact you should we require further documentation, e.g. ID document, matric certificate, CV, etc. It is the delegate's responsibility to ensure that certified and credible documentation is provided

Fees

- Reservations will be made only on receiving of proof of payment.
- International students coming into the country for purposes of attending the executive programme other than exceptional circumstances are required to pay the full fee for the course five working days prior to registration. No visa letters will be provided until proof of payment is received.
- The following methods of payment are accepted: direct deposit and electronic payments. Cash payments is not accepted. Should a direct deposit and/or electronic transfer be made, please provide proof of payment.

Cancellation

JBS executive education programmes:

- Withdrawal by delegates less than 10 working days before the commencement date will result in an obligation for full payment of the fees.
- Withdrawal by delegates more than 10 working days before the commencement date will result in a cancellation fee of 50% of the fees.

Courses with a duration of more than a week:

- Cancellation by delegates less than 10 working days before the programme commencement date will result in an obligation for full payment of the fees.
- Cancellation by delegates more than 10 working days before the programme commencement date will result in the penalty of the non-refundable deposit of 50% of the fees.
- Cancellation by delegates more than a month before commencement will result in an administration fee of 15% of the total programme fee.
- Johannesburg Business School reserves the right to postpone or cancel a programme due to lack of demand or other reasons. In this instance, delegates will be duly notified.
- In the event of cancellation, or reasonable postponement time, all fees paid will be refunded to the person/entity that made the original payment.

Legal Declaration of Indemnity

By accepting these Terms and Conditions, the applicant and/or the parent/guardian/next-of-kin/sponsor of the applicant:

- Acknowledges that Johannesburg Business School does not accept responsibility for damage or loss in respect of property of the applicant or in respect of property brought onto University of Johannesburg venues by the applicant.
- Declares that he/she will furnish Johannesburg Business School with all the information required to make an informed decision about his/her admission.
- Undertakes to pay unconditionally all fees, charges and equipment surcharges payable to Johannesburg Business School as they fall due for payment.

Terms of Enrolment

- Non-attendance will not result in a discount on fees, nor will it absolve the applicant or the other parties from full liability for the payment of fees.
- Adjustments to the registration or contract may be made only with the written consent of Johannesburg Business School.
- Johannesburg Business School reserves the right to change timetables, programmes commencement dates, postpone or cancel tuition in any programme initially advertised and offered, on the basis of insufficient demand or on any other reasonable ground.
- The participant agrees to be bound by the rules of due performance. Johannesburg Business School reserves the right to exclude the participant from an examination and to withhold the participant's examination results if his/her due performance requirements have not been met, without in any way detracting from the right of Johannesburg Business School to recover fees payable.
- Where fees are paid via instalments, failure to pay any single instalment timeously will result in the full balance becoming immediately due and payable on notice.