

## **TERMS AND CONDITIONS:**

The following constitute the Terms and Conditions to which applicants agree when booking any TBP-NMB training (Terms and Conditions). Throughout the Terms and Conditions the TBP-NMB means The Business Place – Nelson Mandela Bay. The TBP-NMB reserves the right to review and update these periodically.

## **REGISTRATION AND BOOKING**

### **1. Registration on the TBP-NMB database (SME Track It).**

Before you book onto any training course, we require you to register in order to create a client profile with one of our Navigators and provide specific information about yourself (business owner) and your company. In doing this, you agree to:

- Provide true, accurate, current and complete information about yourself and company as prompted by the relevant registration form.
- Maintain and promptly update the data we hold by visiting your nearest walk-in centre.

### **2. Booking a SocioNext Training Course**

A pre-course interview needs to be conducted first and foremost for the **SOCIONEXT** training with one of TBP-NMB's Navigators. Only upon approval of the pre-course interview, will the TBP-NMB banking details be provided.

A booking is only confirmed once proof of payment had been issued to the said trainee, and the **refundable deposit** is paid at the TBP-NMB offices by cash.

- The deposit is refundable upon the 100% completion of the 5-day course, and is required so that you, the trainee, are committed to attending the full course – 5 days, failing which the deposit would be **forfeited**.
- **No** cancellations will be permitted/accepted once the refundable payment had been received, as course material is ordered specifically for a trainee following on the pre-course interview.
- You are required and encouraged to arrive on time on the days of training, as this instils a good work ethic.
- You are required to attend **ALL** five (5) consecutive days of training, as you will miss out on critical concepts and explanations, from which you would derive maximum value.
- Missing out on one day would forfeit your training, and as such you would be required to attend another session, at a future date, for which another refundable deposit would need to be paid.

**Cancellations must be made at least 2 weeks prior to the confirmed booking date, so as to allow for another deserving candidate attend in your stead.**

The TBP-NMB will accept your payment as a confirmation of your booking, on the booking system. You would furthermore be contacted telephonically and/or by email, confirming that you have been booked.

### 3. Payment

Details for payment, are only provided upon a positive outcome of the pre-course interview conducted by one of our Navigators.

Fees are to be paid via one of the following methods **ONLY**:

- **R50.00** Cash at the Kwantu Towers walk-in centre – a receipt will be provided upon acceptance of monies.

Proof of payment made is to be provided (receipt provided upon payment), either by physical delivery or via email to reception ([reception-pe@tbp.co.za](mailto:reception-pe@tbp.co.za)), to confirm your booking on the first day of the training.

A receipt will be provided to you by one of our TBP-NMB staff confirming payment.

### 4. Prevailing terms and conditions

Please note that this and all other TBP-NMB pre-contractual documentation shall not constitute an offer. All services provided by TBP-NMB are on the basis of these **Terms and Conditions** and if you wish to engage any TBP-NMB services we shall only provide them if you accept the **Terms and Conditions**. If you offer to engage TBP-NMB on your own terms and conditions then we shall only accept your offer subject to these **Terms and Conditions**, which shall, if we provide the services you offer to engage, prevail over any other terms and conditions.

I,

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID No.: \_\_\_\_\_

hereby acknowledge acceptance of the above **Terms and Conditions**

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_