



## ENROLMENT FORM

Section 1: Learner Information		
Full Names and Surname		
Job Title		
Employer		
Sector		
Email (preferably a personal email)		
Country		
Primary Contact Number		
Employee Number		
Are you an existing member of the International Compliance Association?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide your membership number		
Section 2: Course Information		
Course Name		
Course Level	Certificate	
	Specialist Certificate	
	Advanced Certificate	
	Diploma	
	Postgraduate Diploma	
	Certification	
	Certified Digital Practitioner CDP (SA) Learning Program	



# NAVIGATE COMPLIANCE

COMPLIANCE RE-IMAGINED

## Section 3: Payment Information

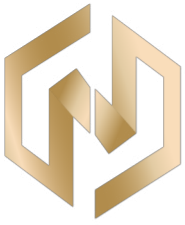
Funding	I am self -funded	<input type="checkbox"/>
	I am employer -funded	<input type="checkbox"/>

## Section 4: Employer Funded Learners Only

Company Name	
Company VAT Number	
Cost Centre if applicable	
Primary contact person for invoicing purposes	Name and Surname:  Email Address:
Employer Approval	
I, the undersigned, hereby confirm that the tuition fees for the learner will be funded by his/her employer as detailed above.	
Name and Surname	
Capacity	
Date	
Signature	

An invoice will be provided upon receipt of this enrolment form.  
We accept EFT payments, major credit cards and PayPal.

SUBMIT



# NAVIGATE COMPLIANCE

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## TRAINING REGISTRATION FORM

### Terms and Conditions

#### 1. General Information

- 1.1 These terms and conditions form part of an agreement we have with you, the client, being the company/person to whom the quotation is made out ("the Client"). This forms the entire agreement between Navigate and the Client and supersedes all prior oral or written proposals, undertakings or communications.
- 1.2 The Client, duly represented by an authorised person, accepts responsibility for payment for all learners listed in the booking. The Client has the responsibility to ensure that all other persons listed on the booking form read these terms and conditions and are fully aware of the booking conditions and course details and requirements.
- 1.3 We shall provide the services quoted for ("the Services") strictly in terms of these terms and conditions. No other terms shall be applicable unless these are reduced to writing and accepted by Navigate.

#### 2. Payment

- 2.1 Provisions of the Services and the booking will only be confirmed once payment is made at least 10 (ten) business days before commencement of the course.
- 2.2 No certificates or course results will be made available if the course has not been paid in full or where no purchase order has been received.
- 2.2 All payments are to be made via electronic funds transfer. Credit card payments are accepted on our online platform which is powered by Ozow.
- 2.3 Navigate reserves the right to disable user access to the course should payment not be received within 30 days from the date of invoice.
- 2.4 Quoted prices are subject to the prevailing exchange rate at the time of invoicing.

#### 3. Cancellations

Due to the nature of the courses, no cancellations will be accepted after the user receives his/her login details to the course material and as such no refunds will be made to the client or learner.

#### 4. Course Participation, Liability & Other Important Information

Navigate does not take responsibility for any loss or damage (personal/property) caused to delegates attending a face-to-face workshop as a result of their own negligence and further does not take any responsibility for loss or damaged caused (personal/property) by any delegates in the group.

#### 6. Compliance with POPIA

The Client agrees that they will comply with the Protection of Personal Information Act 4 of 2013 and process all Personal Information in respect of the Services being rendered in accordance with the said Act and only for the purpose of providing the Services set out in this Agreement. The Client confirms that they received the necessary consent of the Delegate(s) and have made the Delegate(s) aware of these Terms and Conditions. The client and the learners/delegates are aware and consent to their personal information being shared with the respective training institution for purposes of enrollment. These training institutions are based in countries that have similar data privacy laws and include institutions based in the United States of America, Australia and the United Kingdom. The learners/delegates further acknowledge and consent to their results being made available to their employer where needed. The client and/or delegates are free to refuse consent for processing of their personal information with the understanding that we may be unable to process their registration.

#### 8. Prices

The price published on our website is valid at the time of publication. Although every effort is made to ensure prices are accurate at the time of invoicing, exchange rate fluctuations may occur and any changes will be made clear at the time of invoicing.

#### 9. Withdrawal of Quote

Navigate reserves the right to withdraw any quote within 5 (five) business days after such quote was delivered to the client by means of fax, e-mail, hard copy etc.

#### 10. Force majeure

We will not be liable to you to provide the Services as a result of any *force majeure* in so far as these are beyond our control.

#### 11. Legal Costs

The parties agree that any and all cost in collection of any amount outstanding and owing to Navigate will be for the account of the client.

#### 12. Consent to Jurisdiction

The parties to this agreement consent to the jurisdiction being South Africa and that the laws of the Republic of South Africa will apply.

#### 13. Domicilium citandi et executandi

Both parties choose the addresses as set out in the booking form as their respective *domicilia citandi et executandi*.