



## Online ITC Exam Preparation Course

### Terms and Conditions:

#### Payments:

1. A registration must be accompanied by a fully completed application form and proof of payment in full for the course.

#### Fees:

1. The following payment methods are accepted:
  - PayFast
  - Direct Deposit or EFT
2. Should a Direct Deposit or EFT be made, please provide proof of payment in full with your portal registration form.

#### Cancellation:

1. No cancellations are accepted.
2. Where a candidate has registered before their CTA results are available, and then determine that they have not passed CTA:
  - Where a supplementary exam is in place, the fee may be used against the next ITC Exam Prep course
  - Where a candidate will repeat CTA, the fee may be offset against the EBS tuition fee for CTA.
3. Under no other circumstances whatsoever will fees be refunded.

#### Online google ITC classroom:

1. Candidates will have access to the online classroom until the date of the ITC exam for the period in which they registered for the ITC exam on their current registration. Thereafter, a candidate will be removed from the ITC google classroom. **For the functionality of the google classroom, please note that a candidate's name and the EBS email address is visible to other classroom candidates.** You should not register for the course if you do not want other candidates to know your EBS email address and that you are in the google classroom. By signing this form, you acknowledge and agree to your name and EBS email address being visible to other candidates.
2. The candidate is solely responsible for all service, telephony, data charges and/or other fees and costs associated with access to the google classroom and use of these services, as well as for obtaining and maintaining all telephone, computer hardware, and other equipment required for such access and use.

#### Copyright:

1. No transfer of intellectual property is ever implied. All rights vest with EBS, or with other copyright owners where applicable.
2. All notes and associated material, including recordings, distributed by EBS as part of the course, remain the intellectual property of EBS. Candidates may not copy, modify, distribute, publicly display, extract, create derivative works from or reuse any part of the information provided, for any purpose, other than their personal preparation and study of the subject matter covered in the notes. Should candidates make these notes and recordings available to candidates and others not registered for the course, EBS will pursue criminal charges and civil claims against those distributing the notes and recordings.
3. The candidate is solely responsible for all service, telephony, data charges and/or other fees and costs associated with access to the google classroom and use of these services, as well as for obtaining and maintaining all telephone, computer hardware, and other equipment required for such access and use.

#### Protection of Personal Information:

1. EBS is committed to protecting our users' privacy as per the Protection of Personal Information Act, 2013.
2. The collected personal information is stored in databases to which access is strictly controlled and is accessible only to staff, who in the course of their duties need to have access to such information.
3. No personal information about a user will be disclosed to third parties without the user's permission or due process. Please note the online google ITC classroom clause above and the functionality thereof.

#### Legal Declaration of Indemnity:

##### I, the applicant, and I/we the sponsor of the applicant:

1. Undertake to pay unconditionally all fees payable to EBS.

#### Terms of enrolment:

1. Not signing in or a later registration will not result in a reduction of fees.
2. Amendments to the registration may only be made with written consent of EBS.
3. EBS reserves the right to change timetables, course commencement dates, postpone or cancel tuition if insufficient demand or on any other reasonable ground.

Signature: .....

Date: .....