

Payment and terms**Banking details**

Account name : Rmk Industries (pty) Ltd
Bank : Investec Bank
Account Number : 10011497546
Type of Account : Current
Bank code : 580105
Reference number: Surname, initials and telephone number

The following payment methods are accepted:

- Electronic transfer (EFT)
- Credit card

Please note: Cash payments will not be accepted.

Enrolment and payment of fees

- Upon enrolment of any course presented by Rmk Industries (pty) Ltd, delegates must submit a proof of payment to Rmk industries (pty)ltd

Course fees must be paid in full 14 days prior to course start dates to reserve a delegate's seat.

Rmk Industries (pty) ltd reserves the right to revoke admission to a course without full payment upon which a delegate's enrolment will be cancelled.

All payments must reflect an invoice number and/or ID number of the enrolled delegate.

Course fees funded by an institution (including an employer) on behalf of a delegate, must be accompanied by supporting documentation (e.g. official purchase order).

Rmk Industries (pty) Ltd further reserves the right to withhold access to any course and/or a delegate's results and certificate if full payment has not been received.

Delegates' responsibilities

- Delegates must inform Rmk Industries (pty) Ltd of any change of personal and/or payment information as supplied on their enrolment forms.

Delegates confirm that they comply with and fully understand the particular admission requirements of a course upon enrolment.

Delegates confirm their willingness to enrol for a course and accept all responsibilities for payment of relevant course fees.

Delegates will abide by the assessment criteria for courses as set out in the course material.

Delegates confirm that they understand that it is against Rmk Industries' policy to commit any form of plagiarism (i.e. publishing or putting the work or ideas of other forward as their own). Further details on Rmk Industries' policy on plagiarism can be downloaded at www.rmkindustriesptyltd.co.za/wp-content/uploads/2015/11/2009-10-22_Plagiarism-Prevention-Policy.pdf.

Delegates will abide by the general code of conduct for students of Rmk Industries (pty) Ltd

General

Rmk Industries (pty) Ltd reserves the right to revoke admission to a course if the criteria for enrolment as stipulated in the course information have not been met in full.

The language of instruction for all courses is English, unless otherwise stated.

Library facilities of Rmk Industries (Pty) Ltd will not be available to delegates and the Company has no responsibility to provide delegates access to any of its library facilities.

In the event of any dispute of any nature whatsoever arising between a delegate and Rmk Industries (pty) Ltd, South African legislation will apply and the appropriate courts of South Africa will preside over jurisdiction.

All intellectual property rights (i.e. rights in text, recordings, pictures or other licensed materials) vests with Rmk Industries (pty) Ltd, and delegates may not reproduce or distribute any such material.

Cancellation policy

Cancellations from delegates are accepted in writing and without penalty up to 14 days prior to course start dates.

Notification of cancellations must be submitted in writing via email to rmkindustriesptyltd@gmail.com or faxed to +27 (0)86 571 4695.

Delegates who cancel outside the approved cancellation period will not be entitled to any refunds, unless they are unable to attend as a result of reasons out of their control (e.g. hospitalisation) or where, at sole discretion of Rmk Industries (pty) Ltd, it is rendered impossible for delegates to attend a particular course.

Security and privacy

- Rmk Industries (pty) Ltd is committed to the protection of the privacy of all delegates.

- Personal information will only be made available where Rmk Industries (pty) Ltd is statutorily compelled to do so, or for purposes of communication between Rmk Industries (pty) Ltd and delegates to give effect to the processing and presentation of relevant courses.

- Delegates accept full responsibility for the protection and use of any passwords provided to them for access to Rmk Industries (pty) Ltd management information systems.

- Delegates accept full responsibility for the protection and use of any passwords provided to them for access to Rmk Industries (pty) Ltd

- Delegates further give consent that personal information may be used for communication about their enrolments and/or related activities, as well as for statistical and marketing purposes and that they have the right to terminate this use at any time in writing to Rmk Industries (pty) Ltd.

Disclaimer

- Neither Rmk Industries (pty) Ltd nor any of its agents or representatives shall be held liable for any personal accidents, illness, losses or damage to private property of delegates on any course.

- This includes traveling to and from venues, as well as shuttle services to and from hotels or other places of accommodation.

- Personal insurance coverage for health, accidents, loss of luggage or trip cancellations is strongly recommended for all delegates.

Amendments

- Unforeseen circumstances may necessitate the appointment of course presenters other than those advertised as part of course proceedings.

- Course dates, programme sequence, time and venues are subject to change without prior notice.

- Where delegates are not satisfied with any such changes, Rmk Industries (pty) Ltd will, at its sole discretion, consider refunding delegates either partly or in full for attended courses.

For further assistance in obtaining full the terms and conditions in either hard copy or electronically, or to obtain full copies of any policy or other documentation, please contact Rmk Industries (pty) Ltd at rmkindustriesptyltd@gmail.com