

Terms and Conditions:

The terms and conditions specified below constitute a complete statement of the binding agreement between Seventh Sense and Delegates/Companies. These terms and conditions supersede all prior verbal discussions, written correspondence or any other of communications held with respect to the course prior to the completion of this registration form.

1. Registration Form

- 1.1 All delegates participating in this course shall be subject to the terms and conditions provided by Seventh Sense.
- 1.2 No registration will be confirmed until Seventh Sense is in receipt of a fully completed registration form signed and stamped by the Authorized Signatory from the said delegate/company and complete payment of course fee as specified on the course e-flyer.

2. Course Confirmation

- 2.1 An official confirmation letter will be sent to the delegate/company upon receipt of the payment in full.
- 2.2 All delegates are required to present the official confirmation letter at the time of registration on the first day of the course.
- 2.3 No delegate will be accepted into the course until Seventh Sense is in receipt of the payment in full.
- 2.4 Course fees are inclusive of training materials, venue fees, lunch and refreshments during the entire course.
- 2.5 Travel and accommodation costs are excluded from the course fees. Any delegate attending the course must organize his or her own travel and accommodation.

3. Payment

- 3.1 Payment can be made by electronic bank transfer.
- 3.2 All payments MUST be received by Seventh Sense at least two (2) calendar weeks prior to the course date.

4. Cancellation | Transfer of Booking | Change of Booking

By Seventh Sense:

- 4.1 Seventh Sense reserves the right to cancel or postpone the course at any time prior to the commencement of the course, and will provide the delegates/company with at least 7 days' prior written notice of cancellation. All fees received will be, at the discretion of the delegate/company, transferred to another course or refunded in full to the delegate/company.

By Delegate:

Cancellation

- 4.2 Seventh Sense must be notified of all cancellations in writing. When the delegate/company wishes to cancel a booking, Seventh Sense reserves the right to impose cancellation fees as follows:
 - 4.2.1 For cancellations made one (1) month prior to the first day of the course, the delegate/company will receive a 100% refund of the course fee by check.
 - 4.2.2 For cancellations made at least two (2) weeks prior to the first day of the course, the delegate/company will receive a 50% refund of the course fee by cheque.
 - 4.2.3 For cancellations made less than two (2) weeks prior to the first day of the course, the delegate/company will forfeit the entire course fee.

Transfer of Booking

- 4.2.4 Any delegate who is unable to attend the training course, may nominate another person to attend the course by issuing an official request letter to Seventh Sense up to one (1) week prior to the course date.

Change of Booking

- 4.2.5 In the event a delegate wishes to re-book to another course, the delegate must send an official request letter to Seventh Sense at least one (1) month prior to the course/event.

5. Copyright of Course Materials

- 5.1 All course materials will be provided to the delegates on the first day of the course unless otherwise specified.
- 5.2 Delegates may use such materials and documents for their personal use only. No materials and documents shall be copied, given, sold, assigned or otherwise transferred in whole or in part to any third party without the express written consent from Seventh Sense.

6. Limit of Liability

- 6.1 The extent of Seventh Sense's liability for any failure to meet its obligation shall be limited solely to the costs of the course fee.

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