

Public Programmes

Payment

Payment must be made prior to commencement of the training by bank transfer with proof detailing the remittance advice and account number. Alternatively delegates attending public programmes may pay on arrival per cash, cheque or credit card. Remittance advice and account number details can be faxed through to our offices at (012) 998-5736.

Registration

Closes at 12h00 on the Friday one working week prior to the week of the training. CIS reserves the right to recall or refuse Training in the event of non-payment.

Public Programmes

Cancellations

If **written** cancellation is not received at least five (5) working days prior to the start of training you will be charged with 100% of the programme fee. Substitute delegates are welcome provided full details are sent to the Course Co-ordinator at (012) 998-9402.

Discounts

CIS operates on a cash basis and on all public courses a discount of 10% per delegate is applicable for three (3) or more delegates from the same organisation attending the same training programme.

In-house Programmes

Payment

Payment must be made ten (10) working days prior to commencement of the training by bank transfer with proof detailing the remittance advice and account number. Remittance advice and account number details must be faxed through to our offices at (012) 998-5736.

Confirmation

If a signed **letter of confirmation** and **payment in full** for the training is not received at least ten (10) working days before the scheduled starting date the programme will be cancelled.

Cancellations

If **written** cancellation is not received ten (10) working days prior to the start of training you will be charged with 50% of the programme fee.

If **written** cancellation is not received five (5) working days prior to the start of training you will be charged with 100% of the programme fee.

Additional delegates

Any delegates in excess of the maximum of 12 will be charged an agreed additional amount.

General

All prices and packages are subject to change without notice.

Availability of places is on a first come first served basis.

CIS takes no responsibility for delegates who arrive without advance booking.

PLEASE NOTE:

1. In addition to the training listed in this prospectus, we are able to customise any of the training programmes to meet specific needs and we also have the capacity to develop specific training courses to meet your needs.
2. While all precautions are taken to ensure that the information contained in this prospectus is correct at the time of printing, it is subject to change as new training courses are added, additional courses may be included, others may have to be rescheduled etc. We therefore suggest that you contact the Course Coordinators before making reservations, and we cannot be held liable if bookings are not confirmed.