



**VERBAL TERMS AND CONDITIONS AS READ TO CLIENTS WHEN CONCLUDING THE ENROLLMENT CALL:**

We have to deal with some formalities before we continue. I am required to explain **all of the Terms and Conditions** to you:

1. You are concluding an agreement with IQ Academy a department of Centurion Academy where you are purchasing the short business course (*course name*) and the total amount is \_\_\_\_\_ (*the cost of the short business course*).
2. You have elected to pay the total course fees (*selecting either a) or b) below*)
  - a. In equal monthly instalments over the term of the chosen course.
  - b. In full upfront in cash
3. In order to enable IQ Academy or its nominated agent to deduct your instalment from your bank account by way of the NAEDO electronic deduction system may I confirm the following details:

(Obtain following details / confirm the details already obtained)

- a. You are banking with... (bank name e.g. FNB)
  - b. Your Bank Account number is .....
  - c. Your branch code is .....
  - d. Your account type is (Cheque, saving, transmission account)
  - e. The name of the account holder is.....
  - f. Your payment frequency is ..... (monthly or weekly)
  - g. Your Salary pay date is .....
4. Please take note of the following terms and conditions regarding your payment by way of debit order:
  5. During special months when most people get paid on a different date than normal, as for example over Christmas, or where a deduction fails due to insufficient funds in your account, it is your responsibility to inform us of a new deduction date. Where you don't inform us and in an attempt to avoid your account going into arrears we will then be allowed to implement early deductions from the 5<sup>th</sup> of such a month.
  6. Should your pay date fall on a Saturday, Sunday or public holiday, we will adjust your Pay Days to deduct your instalment on the last business day before your Pay Day.
  7. Do you - give us permission to deduct your instalment of (R...) on or after (deduction date) and monthly/weekly thereafter, subject to the points explained to you, on or after the (deduction date) thereafter?
  8. Should you default on any instalments this agreement will fall under the National Credit Act and we may charge interest.
  9. Delivery of the study material will be to the agreed delivery address after receipt of the first instalment. All legal communication will be to the account payer's address.



10. Please note that the service included in the package will only be available if your payments are up to date.
11. The (*repayment term*) month repayment programme consists of “study materials” (*amount*) and “student support services” (*amount*).
12. Should you wish to cancel following the conclusion of this call, you may do so, however, you will be liable to pay R900 towards admin costs in servicing your request to purchase this product.
13. All cancellation requests can be made by telephoning the IQ Customer Services number who will advise you accordingly.
14. Once you have the materials, you have up to 5 business days to cancel but will still be liable for the R900 cancellation fee.
15. After this you must give 20 business days’ notice of cancellation, however you will be liable for the full cost of the study materials
16. You as the account payer may not transfer to, or substitute with, anyone else, your rights or obligations to this agreement.
17. Do you understand that by accepting the terms of this agreement as discussed with you, the agreement is concluded?