

CONTRACT

LEGAL DECLARATION OF INDEMNITY, I THE APPLICANT, AND I/WE THE SPONSOR OF THE APPLICANT:

1. Acknowledge that I/we must comply with the Rules and Regulations of The Open Window (Pty) Ltd, trading as The Open Window School of Visual Communication (hereinafter referred to as Open Window) and ensure the highest possible standard of conduct at all times.
2. Open Window reserves the right to decline an application without furnishing an explanation.
3. All learners enter the premises of Open Window at own risk.
4. Undertake to pay unconditionally all fees payable to Open Window, including any legal and/or collection costs that may result from a non-payment on my part.

TERMS OF ENROLLMENT

1. Non attendance will not result in a reduction of fees, nor will it absolve the participant or other signatories from full liability for the payment of the fees.
2. Amendments to the registration form may only be made with the written consent of Open Window.
3. Open Window reserves the right to change timetables, course commencement dates, postpone or cancel tuition in any of the courses advertised.
4. It is the student's responsibility to catch up any classes they have missed.
5. Classes will only take place if at least 5 registered students attend the course.

FEES

1. Open Window reserves the right to withhold results, certificates or access to the campus until accounts are settled in full.
2. The student/sponsor is solely responsible for the payment of the account.
3. The following methods of payment are accepted: Cash, Credit Card and EFT
4. Should a direct deposit or EFT be made please provide proof of payment by using the student number or student name and surname as reference.
5. Please email the proof of payment to shortcourse@openwindow.co.za

COURSES

1. Certificates may be collected after all fees have been paid in full
2. Repetition of a course/class will be charged on the merit of each case.
3. Students may not swap or change courses as they see fit. Any course changes must be agreed upon in writing with the management of Open Window.
5. Students need to fill in the attendance roster at reception each time they attend their course.
6. If a student cancels a course on the day of commencement of the course:
 - ▶ 50% of the course fees will be forfeited.
 - ▶ after commencement of the course the student will be liable for the full amount.
7. Course changes and cancellations need to be in writing and sent to shortcourse@openwindow.co.za before the start of the course.