

*The participant and a witness must please initial each page and sign the last page in full - return by email with proof of payment.*

## Foresight FUNDAMENTALS - TERMS & CONDITIONS

You have registered to attend one of our online, interactive foresight training courses. This agreement's terms and conditions govern your participation and course registration.

### COURSE

1. Our courses have been developed by Professor Peter Bishops, who has more than 30 years' experience teaching Strategic Foresight in the USA. All content is a result of his (and other facilitators') experience.
2. The live course sessions, serve to summarise key points, explain complex topics and facilitate group thinking and work. As a participant, you are required to do the specified pre-reading to participate in the class fully.
3. The facilitators commit to being fully prepared and share their knowledge and experience with participants. You are welcome to contact the facilitators during your course for further assistance or explanations of the course work.
4. Language: The course will be delivered in ENGLISH.
5. Confidentiality: During the various sessions, some participants might share information about their companies or industry which could be sensitive. You are expected to honour their requests for information to remain confidential.
6. Suitability: It is your responsibility to establish whether the course is suitable for you, based on your requirements and interests. You are welcome to contact us for further information.
7. Requirements: You will need access to a computer with internet access and able to access ZOOM, as all online classes are delivered via ZOOM.
8. Attendance: Should you be unable to attend a live session, please advise the facilitators and a class recording will be made available to you. To receive a certificate of attendance, you are required to attend at least four of the six live sessions.

### INFORMATION PROVIDED

9. Please ensure that all information supplied by you during the registration process is correct.
10. By signing this document, you accept the terms and conditions, and you agree to participate in the course as a prepared participant.
11. Once you have registered, and during the course, you will receive emails and further information from the facilitators.

12. Please ensure that you add the facilitators to your 'safe' list to ensure that the emails reach you. By signing this document, you permit Foresight FUNDAMENTALS to communicate with you by email.
13. Should you be under the age of 18, please ensure that you have your parents' or guardians' written permission to register for the course.
14. Please note that you may not share your registered username and password with third parties to attend the live sessions.

## PAYMENT

15. Upon registering for a course, you will receive an invoice and will be required to make a deposit payment of 50% of the course fee. The final 50% is payable no later than seven (7) days before the course commences.
16. Once your final payment (or full payment) has been received, you will receive a receipt as well as the links to our online platform with the pre-reading material.
17. Should your course be paid by a third party (such as an employer), please advise us of their details and VAT number for the invoice.
18. All invoices and receipts are in electronic format.
19. Participants can only join the course once full payment has been received. Should the full course fee not be paid by the course commencement date, the participant may be removed from the participant list and any fees paid already will be forfeited.
20. When making a deposit or full fee payment, please include your NAME as the reference.
21. Cancellation of registration: You can cancel your registration and the fees paid will be refunded to you if you cancel more than seven (7) days before the course commences. Please note that no refund will be given if cancellation is received seven (7) days or less before the course starts.
22. Should you terminate your participation in the registered course, after the commencement of the course, all fees paid will be forfeited.
23. Please note that upon completion of the course, you will receive a digital certificate of attendance and completion. The course is not credit-bearing and has no NQF rating.
24. Should an insufficient number of participants register for the course, Foresight FUNDAMENTALS reserves the right to cancel the course. All registered participants will be given the choice of deferring their registration for the next course or receiving a full refund.

### INTELLECTUAL PROPERTY

25. The course content cannot be reproduced or distributed to non-registered individuals. The course content remains the property of the course developers and **Foresight FUNDAMENTALS**.
26. You are not permitted to share the course material on public internet platforms, intranets, or social media. Should you be unsure about any form of material distribution, please contact the facilitators for more information.
27. It is not permitted to remove any copyright or trademark notices on the course material, or to copy and use the materials for purposes other than official course work.

### CONDUCT

28. **Foresight FUNDAMENTALS** requires participants to act professionally and respectfully towards the facilitators and other participants. Offensive or discriminatory comments or behaviour will not be tolerated, and participants could be asked to leave the course, should they not alter their behaviour. They will then forfeit the fees paid.

### LIMITATION of LIABILITY & INDEMNITY

29. **Foresight FUNDAMENTALS** will not be liable for any costs or claims in respect of damages participants suffer because of registering for the course.
30. Participants will, on occasion, share their individual or group work or assignments. The findings, assignments or work will be deemed that of the individual or group delivering it and **Foresight FUNDAMENTALS** will not accept liability for the quality or content of this work.

### INTERRUPTION OF COURSE DELIVERY

31. It is possible that due to forces out of our control, **Foresight FUNDAMENTALS** may be compelled to postpone or cancel a course session. Such a postponement or cancellation will not constitute a breach of service, and **Foresight FUNDAMENTALS** will not be liable for any associated costs, claims or damages suffered by course participants.

### GENERAL

32. **Foresight FUNDAMENTALS** Details:  
Company registration: 2020 / 623490 / 07  
Website: [www.foresightfundamentals.co.za](http://www.foresightfundamentals.co.za)  
Email: [janine@foresightfundamentals.co.za](mailto:janine@foresightfundamentals.co.za) / [zanne@foresightfundamentals.co.za](mailto:zanne@foresightfundamentals.co.za)  
Mobile: +27 83 7015839 (Janine) / +27 82 8996102 (Zanne)

**Course participant**

SIGNED:

DATE:

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NAME:

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**Witness**

SIGNED:

DATE:

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NAME:

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