



## Project Management 5-Day Corporate Training Terms and Conditions

- 1 Places are reserved on first come first service basis. Payment should be received by MacMaine School of Computing (MSC) prior to training date, else MSC will move the chosen training date(s) to the next available as this enables MacMaine School of Computing to prepare training folders, make arrangements for suitable trainers; including all necessary training equipment.
- 2 There are no refunds. Failure to attend on the training date(s) chosen, mean funds will be forfeited.
- 3 International Electronic Bank transfers should cover bank charges, else delegate(s) will not be allowed to attend (confirmation letter will not be sent until full amount is received).
- 4 The training fee is charged per person per subject. The training fee does not cover any other personal expenses such as accommodation, food, transport etc. The fee quoted is purely for training.
- 5 MSC provides all necessary training equipment; delegate training materials and related technology e.g. overhead projectors. We expect delegates to have laptops for modules that require computing ; like Microsoft Project, Excel etc.; however, necessary software will be provided.
- 6 Daily training time-table is from 8.00am to 4pm with 10-15 minute breaks and 1-hour lunch (1pm-2pm).
- 7 Only delegates who complete each day session will receive a Certificate or Diploma of attendance.  
**Certificate:** Delegates who register, pay and attend individual subjects receive a Certificate.  
**Diploma:** Delegates who register, pay and attend all subjects in a qualification program receive a Diploma or Advanced Diploma. [Except for those attending Certificate level courses]

The qualification program is the title of the overall program e.g. Diploma in Information Technology, Diploma in Human Resource Management, Diploma in Programming, Diploma in Accounting & Finance, Diploma in Web Design, Diploma in Project Management etc. For example, Diploma in Information Technology (course code 103) has 5 subjects (see the Information Technology dates schedule). If a delegate registers for *lets say* Excel and Access; will receive a Certificate specifying the two subjects. However, if a delegate registers for all 5 subjects, will receive a Diploma. Those who attend Business Seminars or Network Solutions Workshops will receive a Certificate of attendance.

- 8 Mobile phones must be switched off or put on silent during training sessions. The trainer has the right to suspend those who disturb training sessions.
- 9 Delegates who require visas to venue countries should give ample time to apply. Take note some countries do not give visas on arrival. It is also the delegate's responsibility to check health certificate requirements, for example yellow fever vaccination.
- 10 Delegates should make sure they have sufficient funds for their welfare including return tickets.
- 11 MacMaine School of Computing reserves the right to change/postpone training dates if there are not enough delegate numbers for any scheduled training.
- 12 All delegate training materials are printed in black and white and can only be given in hardcopy.