

COPY OF VERBAL TERMS AND CONDITIONS AS READ TELEPHONICALLY DURING THE ENROLMENT CALL FOR SHORT COURSE

- 1. You are concluding an agreement with IQ Academy where you are purchasing the short business course** (*insert course name*) **on behalf of the student** (*if not sponsor*) **and the total amount is** _____ (*say the amount e.g. R10 296.00*).
- 2. The 24 months repayment programme consists of "study materials"** (R7 722.00) **and "student support services"** (R2 574.00).
- 3. You have elected to pay the total course fees** (*use option indicated by the sponsor*)
 - a. In equal monthly instalments over the term of the chosen course.**
 - b. In full upfront in cash** (*if the student has said he wants to pay cash*)
 - c. Initially, a once off cash deposit fee of** (*say the amount e.g. R1287.00*) **followed by equal monthly instalments of** (*say the amount e.g. R429.00*) **over 21 months** (*if the student has said he wants to pay cash deposit fee or Cash deposit is required*)
- 4. 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:**
- 5. (Confirm the details already obtained)**
 - **You are banking with...** (state bank name e.g. FNB)
 - **Your Bank Account number is**
 - **Your branch code is**
 - **Your account type is** (Cheque, saving, transmission account)
 - **The name of the account holder is**.....
 - **Your payment frequency is** (Paid on a monthly or weekly basis?)
 - **Your Salary pay date is**

Mr/Ms... The reference for these deductions, which will appear on your bank statement next to the amount deducted is IQ Academy followed by authorisation number and may be used to follow up any queries relating to the debit order.

Please take note of the following terms and conditions regarding your payment by way of debit order:

- 6. You must inform IQ Academy of any changes made regarding your pay date / deduction date in special months i.e.: Christmas, failure to do so will result in IQ Academy submitting a debit instruction from the 5th of such a month.**
- 7. If your deduction fails due to insufficient funds please note that IQ Academy will be allowed to track your account with your consent for dates to match days where there is money in your account to avoid your account falling into arrears, unless otherwise stipulated by you.**
- 8. If your deduction date falls on a non-processing day, or Monday, IQ Academy will deduct your instalment on the last business day before this.**
- 9. Mr/Ms (client name, surname and Id no) do you confirm that IQ Academy may deduct your instalment of (state the amount e.g. R429.00 per month) on or after**

(e.g. 8th Sept if student / Sponsor wants to make an early payment) and monthly/weekly from your (bank name) account with account number ending with (read back last 4 digits)?

10. Subsequent payments will be made on (day of the month) or such special dates as confirmed above. Should you default on any instalments this agreement will fall under the National Credit Act and we may charge interest.
11. 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.
12. Please note that the service included in the package will only be available if your payments are up to date.
13. All deregistration requests can be made by contacting the IQ Academy Customer Service Centre and an agent will advise you accordingly.
14. Should you wish to deregister between first instalment date and within 7 days of receiving the study material you may do so at no cost to you. All study material must be returned within 30 days.
15. Should you wish to deregister after 7 days of receipt of study material you may do so. Deregistration fee that you will be liable for is the full cost of the study materials which is R2 574.00 and any services used.
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?