

Terms and Conditions

Registration fees exclude VAT. INCLUDES speaker slides and seminar material.

TERMS AND CONDITIONS OF REGISTRATION

Payment must be received before the event takes place. Full Potential reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

If you have not received confirmation, in writing, of your booking before the event, please contact us on +27 (10) 009 535 to confirm that we have received your registration.

SOMETHING HAS COME UP AND YOU CAN'T ATTEND

If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a substitute delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions.
- You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%.
- You may cancel your registration, in writing, up to 10 working days before the event takes place. Cancellations within 10 days will be liable for the full fee.
- Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior notice.
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions. In the event of unforeseen circumstances Full Potential reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt

not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENTS

PAYMENT MUST BE RECEIVED BEFORE THE EVENT TAKES PLACE

- Payments should be made to Full Potential
- Electronic Transfer or Direct Deposit into our bank account, validated by email copy of transaction slip: Full potential banking details

Email: charmaine@fullpotential.co.za