

## **APPLICATION TERMS AND CONDITIONS:**

**The following section details the terms and conditions of the Innovator's Accelerator trainings offered in East Africa by Career Connections.**

**Please read it carefully before completing your application submission online.**

### **1. Definitions**

- 1.1. 'CC' means Career Connections Ltd.
- 1.2. 'iDNA' means the The Innovator's DNA.
- 1.3. 'IA' means The Innovator's Accelerator.
- 1.4. 'Applicant' means an individual or company who wishes to enroll in the IA Training Programme.
- 1.5. 'Participant' means an individual or company who has submitted an Application, whose payment has been received (where relevant) and who has been accepted onto the event.
- 1.6. 'Course' and 'Program' and 'Training' are used interchangeably and mean the entire training program for which a single fee is charged and to which an applicant commits.
- 1.7. 'Module' means one or more consecutive training days that make up a series of non-consecutive training events to form a single course or program.
- 1.8. 'Start of Program' means the calendar day of the first day of the program or course.
- 1.9. 'Workshop' means a stand-alone training course or program.

### **2. Payment Terms**

- 2.1. All payments must be made in advance of the start of the program, with the exception of approved CC Corporate Clients.
- 2.2. Without payment, an applicant is not booked onto the course and cannot attend.
- 2.3. It is the responsibility of the applicant to confirm his/her place by forwarding payment.
- 2.4. A place on a Program is not confirmed until payment has been received, unless otherwise stated in the offer letter or invoice (with the exception of approved CC corporate clients).
- 2.5. Payment is due within 10 business days from the date of the Invoice and in all cases at least 15 days prior to the start of the course (with the exception of approved CC corporate clients).
- 2.6. Payment can be made by cheque or EFT.
- 2.7. Fees charged to Applicants/Participants from outside Kenya are net of any applicable withholding tax.

### **3. Cancellation by Participant**

- 3.1. Notice of cancellation from a Program must be in writing (by email or postal mail) and must be received within normal business hours and receipt acknowledged by CC.
- 3.2. Oral notification will not be accepted.
- 3.3. Cancellations received:
  - 3.3.1. 30 to 15 days in advance of the start of the program -- 25% cancellation penalty.
  - 3.3.2. 14 to 6 days in advance of the start of the program -- 50% cancellation penalty.
  - 3.3.3. 5 to 2 days in advance of the start of the program -- 75% cancellation penalty.
  - 3.3.4. less than 2 working days in advance of the start of the program -- 100% cancellation penalty.
- 3.4. Inability to attend a pre-booked and paid for Course due to unforeseen circumstances constitutes cancellation and the above conditions will apply.

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**4. Cancellation or Changes by CC or iDNA**

- 4.1. CC and iDNA reserves the right to cancel Events, Programs or Workshops as necessary. If an Event, Program or Workshop is cancelled, CC will make every reasonable effort to reschedule to an alternative date and will automatically move confirmed bookings to the alternative date. CC will provide the Applicant with as much notice as is possible given the circumstances for the date change. Notice will be given in writing.
- 4.2. If a Participant is unable to attend the event on the alternative date, CC will provide a full refund for the amount paid for the Event, Program or Workshop.
- 4.3. CC and iDNA reserves the right to cancel Events, Programs or Workshops, revise dates, times and fees or substitute facilitators or attending faculty as necessary.
- 4.4. If CC changes the venue of an Event, Program or Workshop, even at short notice, CC will not reimburse travel or accommodation costs, associated with changes.

**5. Substitutions**

- 5.1. Depending on the circumstances, the CC may agree to switch a Participant who is booked onto a Program with another Participant from the same organisation or company. A fee of 10% of the total cost of the Program or Workshop may be charged to make the changes.

**6. Codes of Conduct**

- 6.1. CC and iDNA holds a policy for the code of conduct for Participants and for Facilitators. Should this code of conduct be broken or monies be due and owing to the CC, CC reserves the right to withdraw facilities from, withhold certificates and terminate a place on the relevant program or workshop.

**7. Governing Law**

- 7.1. These Terms and Conditions are governed by and construed in accordance with the laws of the Republic of Kenya.

**END**