

CIF GENERAL BOOKING TERMS AND CONDITIONS

Cancellation by Client

The client refers to the company making the booking on behalf of their employees.

If the client has registered an employee for any of the courses offered by the Construction Industries Federation of Namibia (CIF) , and the client or the employee must cancel their registration, the client must notify the CIF at least 30 working days before the scheduled training, to ensure full reimbursement of the registration fee.

For any cancellation notice received between 20 and 29 days before the scheduled training, the fee assessed will be equal to 50 % (fifty per cent) of the full registration fee for the course, per delegate.

Please note that the CIF has to adhere to this very strict cancellation policy as no-shows or late cancellation will lead to losses for the CIF and would prevent other potential trainees to participate. All cancellation notices must be sent per e-mail to pr@cifnamibia.com . The name & dates of the course you are cancelling must be provided, as well as the full details of the registrant.

Cancellation by the CIF

The Construction Industries Federation of Namibia (CIF) reserves the right to cancel or reschedule the course in case there are insufficient number of participants. In this case, the CIF will refund in full any payment made for the scheduled training. Though, please take note the CIF cannot be held responsible for any costs or any other losses, which may result in the event that the CIF needs to cancel or reschedule a class due to insufficient number of participants.

As the CIF needs to rely on third party trainers, The CIF also reserves the right to cancel a course without any prior notice, in the event of unavailability of the scheduled trainer. In this event of cancellation by the CIF, any payment made for the scheduled training will be refunded in full. In this case, the CIF will also reimburse related transportation costs and accommodation expenses for one night, which may result in the event that the CIF cancels or reschedules a class, provided relevant documentation is received by the CIF.

Payment

Please ensure that your application is accompanied with proof of payment, e-mailed to: secretary@cifnamibia.com or send per fax : +264 (0) 61- 224534

The CIF banking details are as follows: Construction Industries Federation, First National Bank, Sort Code: 281872 Account No. 62005109849