



- **NO ADMIN = NO TRAINING.** All Admin Requirements as per Registration Forms must be submitted on the 1st day of the training.
- Training will only be confirmed upon receipt of the completed Registration Form **and** Proof of Payment.
- Bookings are confirmed on a “first come first serve” basis.
- Gravity Training reserves the right to postpone or cancel any training or to change the location of any training. Any changes will be communicated with the client beforehand or as soon as it is possible.
- All Certified Copies of ID's or Passports must be the **original** (no faxes, scans or emailed copies allowed).
- No driver's licenses accepted.
- Learners must have basic numeric literacy and be able to understand, read and write English (special needs candidates can be accommodated on request).
- Learners must have a valid Certificate of Fitness - Medicals must be valid for a period of one (1) calendar year.
- Please check course specific administrative requirements.
- Re-Assessments:
  - All training courses, except Rope Access and Fall Arrest Rescue Technician, are free of charge.
  - All re-assessments need to take place within a month's /30-day period or a special arrangement can be made with the Bookings Department.
  - 1st re-assessment attempt will be free of charge.
- Re-Assessments for Rope Access Level 1 (US98 & US00), Level 2 (US96) & Level 3 (US97 & US01) and Fall Arrest Rescue Technician (US99):
  - As part of our customer service policy, we provide one additional opportunity for a candidate at 50% of the original course price to be re-assessed.
- The company acknowledges that their employees will be working with expensive equipment and shall be held liable for any damages or neglect to Gravity Training equipment by their candidate.
- Please Note: Weight Restrictions: No person over the weight of 140 kg will be trained due to equipment limitations.
- All re-booking learners (when applicable) must attend training within 3 months of their first booking, if after 3 months, a new booking and full payment for training will be required.

### **Cancellations & Date Changes Policy:**

- In the event of cancellations or postponing the course, the following penalties will be applicable.
  - Cancellation or date changes within 6 - 10 working days: 20% Penalty.
  - Cancellation or date changes within 3 - 5 working days: 50% Penalty.
  - Cancellation or date changes within 1 - 2 working days: 100% Penalty.
- Any arrivals after 09:00 will be seen as a no-show and a 100% “No-Show” fee will be applicable.

### **Certification Process:**

- Certificates can only be released once account has been settled.
- Re-issue of Certificates & ID Cards is subjected to a charge of R 202.00 per certificate and per ID card respectively (VAT Inclusive)
- Certification Department does not keep copies of certificates.
- Re-issues will only be made to the company which paid for the certificates/course.
- If not working for the company anymore, permission must be obtained from the company which paid for the certificate/course.