REGISTRATION FORM

MASTERCLASS: BUSINESS ADMINISTRATION 2027

INVESTMENT: Members: R12750.00 | Non-members: R13 250.00

Please complete the details below and email to admin@opsa.org.za to secure your booking.

Job Title: .....

Full Name: .....

ID Number: .....

Work Contact Number: .....

Email Address: .....

Dietary Requirements: .....

Cell Number: .....

Company: .....

VAT Registration Number: .....

Company Address: .....

Date I would like to attend:

- ☐ 22-25 February 2027 (Cape Town)
- ☐ 24-28 May 2027 (Pretoria)
- ☐ 23-27 August 2027 (Durban)
- ☐ 25-29 October 2027 (Johannesburg)

My signature confirms that I have read and accept the OPSA Training Programme Terms and Conditions, including the payment and cancellation terms.

I understand that OPSA will use my personal information to process my registration and administer my participation in this programme in accordance with the OPSA Privacy Policy.

I understand that my seat is only confirmed once OPSA has received my completed registration form and payment or confirmation of payment arrangements (e.g. purchase order or letter of undertaking).

The signatures of the delegate and the manager confirm that the delegate intends to attend and that payment is due on presentation of the invoice.

Signature of delegate: ..... Date: .....

Signature of Manager: ..... Date: .....

REGISTRATION FORM

MASTERCLASS: BUSINESS ADMINISTRATION 2027

INVESTMENT: Members: R12750.00 | Non-members: R13 250.00

OPSA TRAINING PROGRAMME TERMS AND CONDITIONS

Registration and payment: Your place on the Masterclass is confirmed once OPSA has received your registration form signed by the delegate and the manager and payment or confirmation of payment arrangements (e.g. purchase order or letter of undertaking). Payment is due on presentation of the invoice.

If your employer is paying for your registration, you remain responsible for ensuring that the necessary internal approval or purchase order is arranged.

Cancellation: If you are unable to attend, notify OPSA in writing at admin@opsa.org.za at least seven (7) working days before the Masterclass. Where possible, you will be transferred to another Masterclass. If you cannot be accommodated on another Masterclass, a refund will be given.

Substitution: Substitutes are welcome at no additional cost provided that the name(s) are provided prior to the Masterclass in writing to admin@opsa.org.za.

Non-attendance: If you do not attend the Masterclass and have not cancelled seven (7) working days before the Masterclass, the full fee will remain payable.

If fees have already been paid, there will be no refund.

Changes to the Masterclass: Sometimes circumstances outside our reasonable control may require us to cancel or reschedule the Masterclass due to unforeseen circumstances.

OPSA will communicate any significant changes to registered participants as soon as reasonably possible.

If OPSA cancels the Masterclass and cannot offer a suitable alternative, programme fees paid will be refunded.

Attendance and completion: Where the Masterclass has specific attendance, assessment or Portfolio of Evidence requirements, these will be communicated to you.

Registration or attendance does not automatically guarantee successful completion, professional membership or the awarding of an OPSA professional designation. Where applicable, you must successfully meet the requirements of the Masterclass.

Personal information: OPSA will use the personal information you provide to administer your registration, communicate with you about the Masterclass and, where applicable, maintain records relating to your participation, assessment and professional recognition.

Your information will be handled in accordance with OPSA's Privacy Policy and applicable South African data protection requirements.

Participant conduct: OPSA is committed to providing a professional and respectful learning environment.

Participants are expected to treat facilitators, OPSA representatives and fellow participants with respect and to conduct themselves in accordance with the values and professional standards of the Association.

Liability: Delegates attend at their own risk. OPSA accepts no liability for the loss of or damage to personal belongings.

Travel and accommodation: Delegates are solely responsible for booking and paying for their own travel and accommodation. OPSA is not involved in these arrangements and accepts no liability for any related costs, including costs incurred if the Masterclass is cancelled, rescheduled or changed.

Delegates **MUST NOT** make any travel or accommodation arrangements until their registration has been confirmed. Registration is only confirmed once OPSA has received a completed registration form signed by the delegate and manager, and a purchase order or letter of undertaking or payment. Delegates who arrive for the training without a confirmed registration will not be admitted.