

Training Course Booking Procedures

Applying for courses

- You apply for a course by filling in an application form, which is available at www.bushproof.com/products/trainings/booking.
- All applications should be submitted by email to madagascar@bushproof.com or training@bushproof.com.
- Please do not submit speculative applications if you either don't yet have funds, or are not sure you can attend. We treat each application as if you are committing to attend and plan our trainings accordingly. Once you send in an application form, your application is subject to our cancellation conditions which apply to both those that paid and did not yet pay – please read these conditions below carefully.
- Places will be allocated on a first come, first served basis.
- All courses given by BushProof are subject to the BushProof Terms of Business. These are available on request.

Course Fees

- For what is included in the course fee, please check the detailed course announcements as this varies for different trainings. Fees do not include international travel, visa, insurance or other costs not specifically mentioned.
- Fees are subject to change. Current prices are available on our website. Please confirm the correct amount before paying your course.

How to pay

1. Email a correctly filled out application form to the designated contact stated in the course training schedule. Within several days, you will receive notification from BushProof whether you are accepted. This email will be accompanied by an invoice, which will detail the cost of the course and payment information, along with other relevant documents to allow you to prepare for the course.
2. If an organisation is paying your fees, please include on the application form the organisation's name and address and the name of the person to be invoiced.

Cancellation policy

- By sending in an application, you and your organization will be liable for the whole fee if you cancel within 45 days of the training start date – this applies even if you do not attend, or have not yet paid the fee. After this time, you and your organization will be required to pay for your place – please note that we will pursue such cases to head office level.
 - Once payment has been received, a refund is possible (minus 10% to cover administration costs & bank charges) if cancellation is made more than 45 days in advance of the training start date, after which time no refund will be made.
 - A full refund will be made if the course is cancelled. Please check with us before booking international flights to ensure we have minimum number of participants. However, BushProof will do its utmost to make the training happen as advertised.
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