

TERMS and CONDITIONS

Attendance

We work on a first come first served basis, once the application is received and full payment is made.

Upon registration for any Lymphatic Education Africa course, the participant agrees to the following policies;

Each participant is expected to attend 100% of class time. Any participant missing more than five (5) hours of the class may not receive a Certificate of Completion.

Certification

In order to receive a Certificate of Completion for one of our “Certification” courses, the participant must pass ALL exams administered. Each exam is Pass or Fail. If the participant fails any portion of the course, the participant will be allowed to retake the course, or the necessary portion of the course, one time, free of charge. To ensure the integrity of the education provided, the participant must retake the course or portion thereof with the same instructor. If additional attempts are required, there will be additional charges. The instructor requirement will be waived for additional attempts.

Transfers

Tuition is fully transferable up to ten days prior to the first day of the course free of charge, one time only. Subsequent transfers will incur a R500 transfer fee. Once the participant commences taking the course, all accrued transfer fees will be waived and reapplied to paid tuition. In the event the participant decides to cancel and request a refund, the Cancellation Policy stated below will apply in addition to the transfer fees accrued.

Cancellation Policy

The tuition for all of our courses is fully transferable if request is made in writing up to seven days before final payment is due (8 weeks before the class begins). LEA is not liable for travelling and accommodation arrangements and fees. The full tuition is non-refundable once the participant has attended all or part of the course, whether or not the participant successfully completes the course. Documented medical/family emergencies are the only exceptions.

Refunds

No refunds. Transfers to other courses offered only.

Dismissal

Any participant may be dismissed from the program for insufficient progress, non-payment of tuition, non-attendance, or unprofessional/unethical conduct.

Reinstatement following dismissal is at the discretion of the instructor and/or LEA.

Cancellation of Classes

If the course is cancelled because of insufficient registration, all money received will be transferred to another class as elected by the participant. In the case of cancellation of the class for any other reason, a new course will be scheduled and all payments will be transferred. In the event that the instructor falls ill, the class will be rescheduled.

Medical Aid Reimbursement

Medical Aid reimbursement policies vary for manual therapies for each profession. If Medical Aid reimbursement is an integral part of your practice, we encourage you to verify benefits acceptance for your profession.

Special Needs

If special arrangements are required for an individual with a disability, please contact us at least 60 days in advance. We will do our best to accommodate persons with disabilities.

Medical Considerations / Pregnancy Policy

Manual Lymph Drainage and Combined Decongestive Therapy is a gentle, manual treatment technique. As with any health care modality, some medical conditions may be contra-indicated for and/or aggravated by certain types of manual treatment technique and compression therapy. To support your wellbeing as a participant, it is important that we are aware of any health conditions you may have. You will be provided a medical history form that must be completed prior to attending our courses. In addition to this medical form, please speak directly with the instructor if you have any serious medical conditions or if you have any concerns for your health. The Instructor will advise you of any restrictions. If you are or suspect you may be pregnant, please inform the Instructor prior to any hands-on techniques. The Instructor will advise you of any restrictions. Any medical information you provide will be kept confidential and only viewed by LEA personnel for the purpose of evaluation as it pertains to your participation in our courses.

Copyrights

All material in our courses is, unless otherwise stated, the property of LEA. Copyright and other intellectual property laws protect these materials. Reproduction or retransmission of the materials, in whole or in part, in any manner, without prior consent of the copyright holder, is a violation of copyright law. Individuals must preserve any copyright or other notices contained in or associated with them. Users may not distribute copies to others, whether or not in electronic form, whether or not for a charge or

consideration, without prior written consent of the copyright holder of the materials. Contact information for requests for permission to reproduce or distribute materials available through our courses is available by contacting LEA at 061 523 8818.

Competition

The participant shall not under any condition solicit for competing purposes in the training and certification of other therapists. Although the participant is free to distribute information concerning lymphedema and its treatment, the participant shall not be permitted to train any other person in the procedures taught during our courses unless granted instructor privileges under the guidelines of Lymphatic Education Africa.

DISCLAIMER

Attendance at Lymphatic Education (LEA) Courses requires you to hold LEA and its representatives not liable and harmless from litigation for any injury, accident or undesirable effect that may occur at the meeting site, from their equipment, and/or from other attendees. This is to include, but is not limited to pre-existing medical conditions. If you are more comfortable bringing your own equipment, including a treatment table, you are welcomed and encouraged to do so. LEA and its representatives are also not liable for any injury, accident or undesirable effect that may occur due to any equipment another party, such as a fellow participant or vendor may bring in. This is to include, but is not limited to, a treatment table that may be shared or be the cause of an accident or injury.

There may be certain pre-existing medical conditions that are contra-indicated for the course work you are attending. It is your responsibility to inform the staff of any pre-existing conditions prior to the course or the practice sessions.

It is also agreed that the LEA and its representatives are not held liable for any inappropriate behaviour or actions by any persons encountered at the course. This is to include, but is not limited to, hotel or meeting-site staff, other participants, teaching assistants and LEA staff. If you encounter any inappropriate behaviour, please notify the Instructor or call our offices immediately.

SCOPE OF PRACTICE / Code of Ethics

Attendance at one of our courses is not intended to be used as a hands-on license.

You must work within your professional scope of practice and abide by the rules and/or laws that govern healthcare practices in your applicable profession (i.e., Physio, OT, Nurse, etc.).

As a practitioner using the information taught through LEA you are expected to administer treatment protocols within your scope of practice, respect the code of ethics of your registering body and adhere to the highest professional standards.

PRIVACY POLICY

LEA cares about your privacy and we do not sell or share any information you provide.

LEA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, please be assured that your info will only be used in accordance with this privacy statement.

LEA collects the following information in order to provide information or services to you when using our website information request forms, subscriptions to newsletters, or contacting our customer service representatives by phone. We only collect personally identifiable information that

you submit voluntarily:

- Name
- Work title
- Contact information including email address and telephone number
- Demographic information such as postal code, mailing addresses, preferences and interests
- Other information relevant to customer surveys and/or offers
- Credit card or payment information required for payment of tuition

This information is only used when communicating with users as per their preferences and as needed for service-related communications. We may use the information you provide for:

- Internal record keeping
- To improve our services and products
- To send promotional communication about special offers or other information which we think you may find interesting using the email address which you have provided
- We may use your information to contact you for market research purposes
- We may contact you via email, phone, sms or mail.
- We may use the information to customize our LEA website according to your interests

UNSUBSCRIBE

LEA provides users with the ability to UNSUBSCRIBE from communications

from any of our newsletters or promotions. An opt-out option will either appear at the bottom of information or advertisements received by email, or users can reply directly to the emailed information and request removal from that correspondence.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.