

## **J Pro Online Learning Terms and conditions (ACCA Applied Skills)**

### **1) Pre-recorded videos**

1.1) Course videos are available via pre-recorded videos only. Any updates to the course videos will be added accordingly.

1.2) Videos will comprise sound and visual ( workings ). A sample video can be viewed at <https://www.jprotraining.com/acca-online>.

1.3) It is your responsibility to check that the computer/device and internet service you plan to use to access our course is compatible with the minimum specification requirement.

- Stable WiFi connection with at least 30 Mbps for playback video (480p to 720p).
- Latest updates for internet browsers used.

It is still viable to play through phone data connection, you may incur charges from your phone data depending on the plan you have opted for with your telco provider.

### **2) Validity / Expiry**

2.1) Videos will be available for you to watch until your examinations for the current exam cycle that you have registered and undertaken the course with J Pro Business Training. Example: Student registered course at J Pro Business Training for December exams 2021, videos will be available until the ACCA December 2021 examinations sessions only. Videos will be unavailable to view after that period.

2.2) All online class videos are J Pro Business Training intellectual property. Distribution of the videos and materials are prohibited. We believe that you are bound by ACCA Code of Conduct and expect that you follow the code's requirement of integrity.

2.3) Online class videos can be viewed many times until your course expiry with J Pro Business Training.

2.4) The current expiry that is imposed on either online or classroom students is because materials and methods of teaching may vary and be tailored only for the current exam sitting only. All study materials and online support will also expiry once the registered exam cycle expires.

### **3) Study Materials**

3.1) Course materials are only provided via PDF only. Students can print the materials or view using the PDF.

### **4) Support for online**

4.1) Students can post their queries into our e-learning system or various platforms which will be informed from time to time. Our course lecturer will attend the course queries.

4.2) Students can email [jprotraining@gmail.com](mailto:jprotraining@gmail.com) or whats App / Call 016 263 0649 for any technical queries.

### **5) Course Fees**

5.1) This will follow each exam cycle fee structure where you can find it on our website <https://www.jprotraining.com/acca-applied-skills>

5.2) Payment can be done via Cash or Bank transfer. Currently, for international online students, we have only the method for Bank Transfer which is provided to you above at the beginning of this email with the country swift code.

5.3) Any transfer or payment must be in the correct amount of the course fees and any other fees. This is solely your responsibility.

5.3.1) If the payment or transfer done is lower than the course fees, we will give a notification to you on the remaining payable fees.

5.3.2) If any extra payment is transferred above the course fees or total fees by the error of the student, there will be an admin fee and any re-transfer fees that will apply to our banks if you have requested a transfer back the extra payment. If the extra payment which was requested to be transferred will not cover the admin and re-transfer fees of our banks, J Pro Business Training has the rights to reject the re-transfer request by the student.

## **6) Course refund or transfers**

6.1) No course refund or transfers once the course registered for the exam cycle has commenced or the online course log in details have been emailed to the students' respective registered emails or WhatsApp or any other ways deemed necessary by J Pro Business Training to alert the students, this applies to whichever that comes the earliest. This applies to all types of courses such as Syllabus only, Revision Only or Syllabus and revision (Full Course).

6.2) If any special transfers are given to students by J Pro Business Training, the transfers are only available for the subsequent exam cycle only. Example: a transfer from ACCA December 2021 examinations can only be claimed for ACCA March 2022 examination preparation. Special transfers are for severe medical reasons which make students unable to sit for the ACCA December 2021 exams provided with sufficient proof and will be personally reviewed by J Pro Business Training Management for approval or rejection. J Pro Business Training has the right to reject any special transfers and does not guarantee any approvals.

6.3) Strictly no course refund or transfer request will be entertained for students who failed to register for their exams earlier for the current exam cycle registered with J Pro Business Training as we believe it is the sole responsibility of the students to secure seats and register for their exams directly with ACCA.

J Pro Business Training reserves the rights to amend the terms and conditions listed above without prior notice

-END-