

POLICIES

NONDISCRIMINATION POLICY

College of Africa is committed to the principle of equal opportunity in education and employment. The institution prohibits discrimination against individuals on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, national origin or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institution administered programs and activities; the Institution may, however, favor African citizens or residents in admissions and financial aid.

ACCESSIBILITY RESOURCES

College of Africa is committed to providing an environment that is accessible to individuals with disabilities. If you cannot access content or use features on our website due to a disability, please email access-adm-web@mit.edu

College of Africa resources available to individuals with disabilities include:

- College of Africa Campus accessibility Map
- Includes locations of accessible parking, ramps, restrooms, and more.
- Ensures equal access for students with disabilities.
- Provides guidance to the College of Africa community with accessibility and usability of content and features of College of Africa websites, applications, and courseware.
- Provides guidance and services about assistive technologies for persons with disabilities at College of Africa.
- Provides effective and reasonable accommodation

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If you want to inquire about licensing our content under different terms (i.e. for use in a commercial venture), then please email enquires@coa.edu , and we will consider your request on a case-by-case basis.

DISCLAIMER POLICY

The information on this internet site has been made available for general personal use only and is provided without any express or implied warranty as to its accuracy or currency.

All access to, and use of, the information is at the user's risk.

The College of Africa accepts no responsibility for the results of any actions taken on the basis of information on this Internet site, nor for the accuracy or completeness of any material contained herein.

The College of Africa expressly disclaims all and any liability and responsibility to any person in respect of the consequences of anything done or omitted to be done by such person in reliance, whether wholly or partially, upon this Internet site. Before relying on any information on this Internet site, users should seek confirmation from the originating or authorising faculty, area or other body.

The College of Africa reserves the right to alter, amend, vary or otherwise change any information on this Internet site at any time and without notice to you. Information on academic programs and courses or any other arrangements for courses, including fees, staffing, and timetabling are an expression of The College of Africa intentions only and do not constitute a firm offer or undertaking to you.

The College of Africa reserves the right to vary programs and courses without notice and to impose limitations on enrolment in any program or course.

The provision of any URL or link is done for the convenience of users of this Internet site. It does not constitute an endorsement by The College of Africa of that URL or link or the information at that Internet site.

PRIVACY POLICY

ADMISSIONS PRIVACY STATEMENT

The mission of the College of Africa is to advance knowledge and educate students in all faculties and other areas of scholarship that will best serve the nation and the world in the 21st century. To help recruit, evaluate, admit, and enroll such qualified candidates, it is necessary to collect and process certain personal information about prospective students and their families. This Privacy Statement explains how College of Africa collects, uses, and processes personal information about prospective students and their families for purposes of recruitment, admissions and enrollment.

What personal information we collect

We collect, use, store and transfer different kinds of personal information about you, including the following:

- Biographic information—name, gender, gender identity, marital status, citizenship, race, religious affiliation, ethnicity, sexual orientation, visa status, and passport numbers and/or photos
- Contact information—home and business addresses, phone numbers, email addresses, and social media information
- Education and test scores—previous educational institutions, standardized test scores, school activities, prior disciplinary history
- Family information—family member names, employment, and education

How we collect personal information about you

We collect information about you from a variety of sources. A significant portion of the information we maintain is that which you have provided to us. We may also augment the information we collect about you from other sources, such as third-party testing services, recommenders, alumni and current students with whom you may have a personal connection.

How we use your personal information

We collect, use and process your personal information to (1) process transactions requested by you and meet our contractual obligations;(2) facilitate College of Africa's legitimate interests, and/or (3) with your explicit consent, where applicable. If you have concerns about any of these purposes, or how we communicate with you, please contact us. We will always respect your request to stop processing your personal information (subject to our legal obligations).

When we share your personal information

We may share your personal information with other College of Africa offices to provide the services listed above and in the furtherance of College of Africa's legitimate interests. We may also share your personal information with third parties performing services under contract with us.

How your information is stored and secured

College of Africa uses risk-assessed administrative, technical, and physical security measures to protect your personal information. Only authenticated users with specific permissions may access the data using a virtual private network. We use firewalls and regular monitoring to evaluate any attempts at accessing the systems without permission.

How long we keep your personal information

We consider the relationship with the College of Africa community to be lifelong. This means that we will maintain a record for you until such time as you tell us that you no longer wish us to keep in touch. After such time, we will retain a core set of information for College of Africa's legitimate

purposes, such as archival, scientific, and historical research and for the defense of potential legal claims.

RIGHTS FOR INDIVIDUALS IN THE SOUTH AFRICAN ECONOMIC AREA

You have the right in certain circumstances to (1) access your personal information; (2) to correct or erase information; (3) restrict processing; and (4) object to communications, direct marketing, or profiling. You also have the right to lodge complaints with your national or regional data protection authority.

If you are inclined to exercise these rights, we request an opportunity to discuss with you any concerns you may have. To protect the personal information we hold, we may also request further information to verify your identify when exercising these rights. Upon a request to erase information, we will maintain a core set of personal data to ensure we do not contact you inadvertently in the future, as well as any information necessary for College of Africa archival purposes. We may also need to retain some financial information for legal purposes, including RSA IRS compliance. In the event of an actual or threatened legal claim, we may retain your information for purposes of establishing, defending against or exercising our rights with respect to such claim.

Additional Information

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly. The controller for your personal information is College of Africa.

TERMS & CONDITIONS

By accepting these terms, a binding agreement shall arise between you and College of Africa. By accepting these terms you agree to pay the course fee ('Course Fee') for the course you have selected under this Student Agreement ('Course'). Upon receipt of the Course Fee, College of Africa agrees to:

1. supply to you all modules and assignments listed by the College of Africa for your Course ('Course Materials');
2. allocate a tutor to you at the time of enrolment, this tutor will be your contact and will remain your tutor while you are a student on the course. If your tutor is absent during this time, a substitute tutor will always be available.
3. mark and grade your assignments;
4. answer queries about your Course and
5. issue a the necessary certificate or Diploma upon successfully completing all assignments.

Subject to successful completion of all assignments and the Course Fee being paid in full, The Institute will issue you with a necessary certificate and a Diploma for your Course.

Course Materials will be available to you as you progress through the Course and submit your assignments. The Institute reserves the right to withhold provision of Course Materials in the event that you fail to pay any part of the Course Fee as and when it becomes payable. If you are paying by instalments, you must pay all such instalments on or before the due date.

Irrespective of your progress through the Course, if you fail to pay any instalment by the due date, the total outstanding balance of the Course Fee will become immediately due and payable.

You may examine the first two modules and first assignment with absolutely no obligation for 30 days from your enrolment date. If you decide for any reason whatsoever not to proceed, email The Institute within the 30 day period for a full refund. From time to time, College of Africa Pty Limited may refuse a refund request if we find evidence of fraud, refund abuse, or other manipulative behaviour that entitles College of Africa Pty Limited to a corresponding counterclaim.

The Course Materials, which The College of Africa provides to you shall become your property. However, the content of the Course Materials, including copyright and all other such intellectual property rights contained therein, remain the property of The College of Africa Pty Limited or a nominated third party. You may not reproduce any part of the Course Materials without the prior written consent of The College of Africa. College of Africa does not accept any form of plagiarism. If there is evidence of plagiarism in any of your assignment submissions, College of Africa reserves the right to remove you from the course. College of Africa reserves the right to charge a fee for extensions. Please Contact Us should you require further information.