

# UNISA



university  
of south africa

**CONFERENCE**

**REGISTRATION**

**TERMS & CONDITIONS - 2025**



Co-hosted by the  
Psychological Society of  
South Africa and the  
Institute for Social and  
Health Sciences.



# UNISA



institute for social  
and health sciences

## South African Students Psychology Conference Terms and Conditions

### Conference Registration is on a Register and Pay basis.

1. Complete the online registration form
  - Register and Pay: payment is required immediately upon completing the registration form via direct EFT.
2. Please ensure to capture all information accurately as all registrations will be verified.
3. Your registration and the data that you capture will appear on your registration record on the official conference database.
4. Pre-conference workshops are charged separately at R200.00 per workshop. Conference registration is a pre-requisite for pre-conference workshop registration.
5. Registration fees are quoted in South African Rand (ZAR) and are inclusive of 15% Value Added Tax (VAT).
6. Please use the **UNIQUE** invoice number on your system-generated invoice as a reference when making a payment. Once paid, please send us your proof of payment to [sastudentconference@unisa.ac.za](mailto:sastudentconference@unisa.ac.za)

### Conference Registration Includes:

1. Admission to all scientific sessions
2. Admission to the poster sessions
3. Conference material (welcome gift, online programme)
4. Morning snack, tea/coffee breaks
5. Lunch

### 1-Day Delegate Registration:

Please note that there are no options for 1-day registration.

### Terms and Conditions

1. Access to and attendance at the conference will only be confirmed upon receipt of payment.
2. Payment is due prior to the start of the conference. In the event of there being a limited number of delegates, preference will be given to persons who have paid their registration in full.
3. Proof of payment must be emailed to [sastudentconference@unisa.ac.za](mailto:sastudentconference@unisa.ac.za). Please ensure that all payments make clear reference to the issued Invoice Number and Delegate Full Name only. If this reference is not used, we cannot guarantee that payment will be traced and cleared up timeously.
4. A confirmation email with a link to open the PDF Receipt/Paid Invoice will be sent to you upon submission payment.
5. For any registration, quotation or group booking enquiries, please contact us [sastudentconference@unisa.ac.za](mailto:sastudentconference@unisa.ac.za)

## Purchase Order Terms and Conditions

1. SBD forms must be submitted within **5 business days** of receipt of quotation, pro-forma invoice or tax invoice. Failure to submit will result in cancellation of the registration.
2. Support documents (CSD report, tax compliance pin status, bank confirmation letter, BBB-EE affidavit and or sole provider letter), must be requested in writing **within 5 business days** of receipt of quotation, pro-forma invoice or tax invoice.
3. Purchase Orders must be submitted within **14 business days** of receipt of quotation, pro-forma invoice or tax invoice. Failure to submit will result in cancellation of the registration.
4. Payment must be made within the agreed payment terms after receipt of a valid invoice.
5. We reserve the right to terminate the Purchase Order if the issuer fails to comply with these Terms and Conditions.

## Cancellations and Termination of Registrations

1. On completion of this application, you will be liable for the full amount of the registration fees.
2. **No refunds will be issued for any cancellations.**

## Privacy Statement

All information submitted is supplied by you voluntarily. This information will be used for the following purposes:

1. To process your registration.
2. To process any other transactions requested by you.
3. To inform you of updates.
4. To send you relevant information regarding the conference.

We do not sell, rent, or lease our delegate lists to third parties. Details of delegates could be made available to sponsors for once off use after the conference. In order to provide our services, we may occasionally provide information to the companies that work on our behalf. Unisa and PsySSA shall take all reasonable steps to protect the personal information of delegates.

## Modification of Terms

The conference organisers reserve the right to modify or amend these Terms and Conditions at any time without prior notice. Any changes will be effective immediately and communicated to attendees through the conference website or other official channels.

For any queries regarding technical support with your registration process please contact Support at [sastudentconference@unisa.ac.za](mailto:sastudentconference@unisa.ac.za)