

Terms and Conditions for How to Academy

Introduction

Welcome to *How to Academy* (referred to as "we", "us", or "our"). By accessing our website at ***howtoacademy.online*** and enrolling in our online courses, you agree to comply with and be bound by the following terms and conditions.

Please read these terms carefully before using our services. If you disagree with any part of the terms, you should refrain from using our website or enrolling in any courses.

1. General Terms 2024/09/25

1.1. By using ***howtoacademy.online***, you confirm that you are at least 18 years of age or have the legal capacity to enter into a binding agreement.

1.2. The content provided on this website, including all online courses, is for general informational purposes only. We reserve the right to modify or discontinue any courses or services at any time without prior notice.

1.3. Enrolling in any of our courses does not constitute any form of partnership, employment, or agency relationship between you and **How to Academy**.

2. Course Enrolment and Payment

2.1. All course fees must be paid in full before accessing the course material. We accept payments via credit card, debit card, and other available online payment methods.

2.2. All course fees are non-refundable unless stated otherwise in specific promotions or agreements.

2.3. We reserve the right to change our pricing at any time but will honour any prices set at the time of your enrolment.

3. Disclaimers

3.1. No Guarantee of Success

We do not guarantee any specific results or outcomes from the use of our course materials. The success of our courses depends entirely on how the individual applies the knowledge and skills provided. Any examples, testimonials, or success stories shared on our website or in our courses are for illustrative purposes only and do not guarantee similar outcomes.

3.2. Limitation of Liability

To the fullest extent permitted by law, ****How to Academy**** shall not be held liable for any damages, losses, or injuries arising from the use or inability to use our course materials, website, or services.

4. Privacy Policy

We take the privacy of our users seriously. Our Privacy Policy outlines how we collect, use, and protect your personal information.

4.1. Personal Information

We collect personal data such as your name, email address, and payment details when you enrol in our courses or subscribe to our newsletter. This information is used to provide access to course materials, process payments, and communicate with you about updates and promotions.

4.2. Data Protection (POPIA Compliance)

We are committed to complying with South Africa's Protection of Personal Information Act (POPIA). We will take reasonable steps to ensure your personal information is securely stored and will not be shared with third parties without your consent, except where required by law.

4.3. Cookies

Our website uses cookies to improve user experience and gather usage data. You may adjust your browser settings to refuse cookies; however, this may affect the functionality of the site.

4.4. Data Retention

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law.

5. Subscription Policy

5.1. Newsletters and Updates

When you subscribe to our newsletter, you agree to receive emails about course updates, promotions, and other news. You may unsubscribe at any time by clicking the "unsubscribe" link at the bottom of our emails.

5.2. Recurring Subscriptions

Some courses or services may be offered on a subscription basis. You will be charged at the recurring rate specified at the time of enrolment. You can cancel your subscription at any time through your account settings. No refunds will be issued for any payments already made.

6. POPIA (Protection of Personal Information Act) Policy

6.1. Purpose of Collection

We collect personal information to offer our courses and provide a personalized learning experience. This includes handling inquiries, processing payments, and maintaining student records.

6.2. User Rights

In compliance with POPIA, you have the right to:

- Request access to your personal information.
- Request correction of any incorrect information.
- Object to the processing of your data for direct marketing purposes.
- Request that your personal data be deleted or de-identified.

6.3. Security Measures

We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, or damage. While we strive to secure your information, no method of online transmission is 100% secure.

7. User Conduct

7.1. Prohibited Use

Users agree not to engage in unlawful, harmful, or abusive behavior while using our website or accessing our courses. This includes, but is not limited to:

- Sharing course content without permission.
- Hacking or attempting to breach the security of our site.
- Disrupting or interfering with the proper functioning of the site.

7.2. Account Security

You are responsible for maintaining the confidentiality of your account and password. **How to Academy** will not be held liable for any unauthorized access to your account due to your failure to safeguard your login credentials.

8. Intellectual Property

8.1. All content, including but not limited to course materials, videos, text, graphics, and logos, are the intellectual property of **How to Academy** and are protected by intellectual property laws. You may not reproduce, distribute, or transmit any course material without prior written consent.

9. Termination

9.1. We reserve the right to terminate your access to our courses and services if you violate these terms and conditions.

10. Governing Law

10.1. These terms and conditions are governed by and construed in accordance with the laws of South Africa. Any disputes arising under these terms will be resolved in the courts of South Africa.

11. Contact Information

If you have any questions or concerns regarding these terms and conditions, you can contact us at:

Email: info@howtoacademy.online

Website: [\[howtoacademy.online\]\(https://howtoacademy.online\)](https://howtoacademy.online)

By enrolling in any course or using our website, you acknowledge that you have read, understood, and agreed to be bound by these terms and conditions.

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