

Program Enrollment Agreement

African Leadership Academy

You did it!

Congratulations on being selected for an African Leadership Academy (ALA) program. This agreement outlines the expectations and conditions of your participation in a workshop, course, bootcamp, fellowship, community platform or event (hereinafter called “program”) administered by ALA's Programs Division.

You will sign a separate enrollment agreement for every program you are selected for by ALA. These agreements may run concurrently and will terminate independently, expiring automatically when a program ends, you deregister, or have your enrollment deactivated due to inactivity or policy breach.

By signing this agreement, you confirm that you are enrolling for the specific program with expectations, fees, and benefits detailed below. You understand and agree to the general terms and conditions of this agreement as well as any policies incorporated by reference from the **Program Participant Handbook**, which is available [here](#).

Participant Information

| | | | |
|------------------------------------------------|-----------------------------|------------------------------------------------|----------------------------------------------------------|
| Full Name: | <i>As per registration</i> | | |
| ALA Leader ID#: | <i>As per ALA's records</i> | | |
| Nationality: | <i>As per ALA's records</i> | Country of Residence: | <i>As per ALA's records</i> |
| Date of Birth: <i>(MM/DD/YYYY)</i> | <i>As per ALA's records</i> | ID or Passport #: | <i>As per ALA's records</i> |
| Are you an ALA Diploma Program Alumnus? | <i>Yes.</i> | If yes, have you signed the ALA Pledge? | <i>Yes. A prerequisite for access to the Alumni App.</i> |

Program Information

| | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Program / Platform/ Event Name: | <i>ALA Alumni App</i> |
| Start Date: | <i>Same as the date of registering on the App</i> |
| End Date: | <i>N/A</i> |
| Program Cost/Fees: | <i>Offered at zero cost to the ALA alumni committed to ALA's mission</i> |
| Financial Assistance: | <i>US \$ 0</i> |
| Platform Benefits: | <i>Includes access to exclusive virtual communities, alumni events, mentorship, volunteering opportunities, among others</i> |
| Program Languages Offered: | <i>Currently available in English</i> |



Terms and Conditions

By enrolling in a program offered by ALA's Programs Division, you agree to abide by the values, standards, and policies that govern all ALA programs. These Terms and Conditions summarize the key commitments that guide your participation. Full policy details are available in the Program Participant Handbook and its annexures.

1. Acceptance and Eligibility:

- 1.1. Participation in ALA programs is by invitation, application, or selection. By accepting an offer of participation or accessing an ALA platform, you confirm that the information you provided during registration or application is true and complete.
- 1.2. Some programs may require participants to meet specific eligibility criteria (such as age, professional background, or country of residence). Misrepresentation of information may result in your removal from the program.
- 1.3. If you are an alumnus of ALA's Diploma Program, your admission to any ALA program is contingent upon having signed the ALA Pledge.
- 1.4. Should your program include funding in the form of a grant or stipends, *and* you are an alumnus of ALA's Diploma Program, *and* you have outstanding fees, then:
 - 1.4.1. If your program's start date is before or less than 2 years after your ALA graduation date, *and you are not* yet enrolled at a university, then your enrollment in this program may proceed conditional upon a signed repayment plan that deducts 10% of each disbursement as payment towards outstanding fees.
 - 1.4.2. If your program's start date is more than 2 years after your ALA graduation date, *or you are* enrolled at a university, then your enrollment may not proceed until your outstanding fees are less than or equal to 10% of the total funding benefit from the program detailed above.
- 1.5. If you are already enrolled in another program at ALA, the team reserves the right to defer your enrolment in this program until it is determined that you have sufficient time and capacity to participate fully.

2. Attendance, Participation, and Deliverables

- 2.1. Attendance at any online or in-person activities, sessions, and/or events described as "mandatory" is required. Absences must be communicated in advance and may require supporting documentation.
- 2.2. Participants are required to complete all program deliverables, including assignments, reports, and evaluations, by published deadlines.
- 2.3. Failure to meet minimum attendance or deliverable requirements may result in loss of benefits, probation, or removal from the program.
- 2.4. When requested, participants must work collaboratively in teams, respecting the roles, contributions, and perspectives of peers, mentors, and facilitators.



- 2.5. Participants are required to follow all event or venue-specific rules and guidelines, including fire and safety rules, time limits and health protocols.

3. Code of Conduct

- 3.1. As a member of the ALA community, you are expected to uphold ALA's values: Integrity, Curiosity, Humility, Compassion, Diversity, and Excellence, both in person and online. You must:
 - 3.1.1. Conduct yourself with dignity and professionalism in all program-related activities, including interacting with internal and external stakeholders in a courteous and respectful manner.
 - 3.1.2. Harassment, bullying, discriminatory conduct, and academic and professional dishonesty are strictly prohibited.
 - 3.1.3. Avoid conflicts of interest and the misuse of ALA resources.
 - 3.1.4. Always represent yourself, the program and ALA responsibly, including at events and on digital platforms.
- 3.2. Violations may lead to disciplinary actions ranging from written warnings to suspension, expulsion. Depending on the severity, ALA may be required to refer serious cases to legal authorities.
- 3.3. For more details, refer to clauses "Terms of Conduct" and "Violation of Terms of Conduct" in Annexure A of Program Participant Handbook.

4. Child and Youth Safeguarding:

- 4.1. ALA works with vulnerable populations across programs, including minors and youth, and upholds a robust policy toward any form of child abuse, neglect, or exploitation.
- 4.2. ALA distinguishes between:
 - 4.2.1. Program Staff (ALA employees, contractors, and facilitators), who carry a higher duty of care and must model safe, professional behavior at all times; and
 - 4.2.2. Program Participants (including students, fellows, scholars, and alumni), who must also follow safeguarding expectations to maintain a safe environment for themselves and others; and
 - 4.2.3. Children, a subset of Program Participants, which include all Diploma Program students, recent Diploma Program alumni, and any individual below the age of 18 who is enrolled in any program.
- 4.3. Within any program, event, or community, there may be participants with varying levels of vulnerability. All individuals must therefore act with heightened awareness, ensuring that:
 - 4.3.1. Interactions remain safe, respectful, and professional at all times.
 - 4.3.2. Power imbalances are recognized and managed responsibly.
- 4.4. All participants must:
 - 4.4.1. Comply with all safety and safeguarding requirements as outlined in the Youth Safeguarding Policy, which is available in the Program Participant Handbook.



- 4.4.2. Maintain professional and appropriate boundaries with minors (including ALA students) at all times, especially when visiting the ALA campus or attending in-person events.
- 4.4.3. Communicate with current ALA Diploma Program students only through approved channels (e.g., ALA email or Microsoft Teams) and never through third-party messaging or social media platforms.
- 4.4.4. Report immediately any safeguarding concern or incident to the designated ALA Person of Contact or via ombud@africanleadershipacademy.org.
- 4.5. Failure to adhere to these requirements may result in immediate suspension or removal from the program. Depending on the jurisdiction and nature of the report, program teams may be required and/or may elect to involve legal authorities.
- 4.6. For more details refer Annexures B and C of the Program Participant Handbook.

5. Confidentiality and Intellectual Property:

- 5.1. Any work or project that you develop as part of a program remains your intellectual property. However, by participating, you grant ALA a non-exclusive right to reference, showcase, or publish your work for educational or promotional purposes, with due credit to you.
- 5.2. Confidential information shared within a program community (for example, through mentorship, workshops, or online platforms) must be treated respectfully and not disclosed without consent.
- 5.3. All program materials, including training content, course modules, templates, and toolkits, are the intellectual property of ALA and our partners. They may not be reproduced, distributed, or shared publicly without ALA's written consent.

6. Data Privacy and Use of Information:

- 6.1. Access to online platforms – including but not limited to Anzisha App, ACN App, and Alumni Engagement App – is provided for learning and networking purposes only. Further, you are responsible for maintaining the security of your login credentials.
- 6.2. Any misuse of digital platforms, including sharing false information, harassment, or unauthorized distribution of content, will be treated as a violation of ALA's Code of Conduct.
- 6.3. By enrolling in ALA's program(s), you are giving consent to ALA to collect, process, and store sensitive personal information (i.e., demographics and other biographical information) in accordance with the Protection of Personal Information Act (POPIA) and ALA's Data Privacy Policy.
- 6.4. Your data will be handled under strict confidentiality and used only for legitimate program-related purposes, including but not limited to program administration, monitoring and evaluation, alumni engagement, as described in the Data Privacy Policy.
- 6.5. ALA will share your personal data externally only with your consent, with contracted service providers under strict confidentiality, for legitimate institutional purposes (e.g., directory listings or event participation), or where required by law.
- 6.6. By engaging with ALA's digital platforms or websites, you consent to the use of cookies as described in the Data Privacy Policy.



- 6.7. By participating in ALA programs or events, you consent to the use of photographs, video recordings, or written testimonials featuring you for ALA's educational and promotional purposes.
- 6.8. You have the right to access, correct, or request deletion of your personal data, and withdraw media consent, by contacting ALA's Information Officer at info@africanleadershipacademy.org.
- 6.9. For more details, refer to Annexure D (Program Participant Handbook): Data Privacy Policy.

7. Disbursement of Stipends and Grants:

- 7.1. Enrolment does not guarantee or entitle you to any monetary disbursement or other benefit. All disbursements and benefits are contingent on the availability of funds and the specific expectations of the program.
- 7.2. Should your program include a grant disbursement benefit for a project or venture:
 - 7.2.1. Funds must be used strictly for the purposes outlined during the program.
 - 7.2.2. You are responsible for accurate record-keeping and timely submission of financial or progress reports.
 - 7.2.3. Any misuse, misrepresentation, or failure to report may result in suspension of funding, including requirement that disbursed funds or stipends be returned, and/or termination of participation.
 - 7.2.4. ALA reserves the right to request audits or documentation to verify the appropriate use of funds.
- 7.3. Should your program include a stipend disbursement benefit for an internship or job:
 - 7.3.1. The criteria for stipend release, including the amount, frequency, and payment schedule, are program-specific and will be communicated by the Program Team and/or outlined in your program details table above.
 - 7.3.2. A stipend disbursement may be withheld or delayed in cases of non-compliance with program policies or unsatisfactory performance, as determined by the Program Team.

8. Limitation of Liability:

- 8.1. ALA makes no warranties or representations regarding the accuracy, completeness, or reliability of the course materials. You agree that your use of any course or training material is at your own risk.
- 8.2. You agree to indemnify and hold ALA harmless from any claims, damages, or losses arising out of your participation in any ALA program or any violation of the Program Participant Handbook.

9. Termination and Withdrawal:

- 9.1. Decisions regarding enrolment status, suspension, and termination are made at the sole discretion of ALA. No guarantee of continued enrollment or status exists, and there is no avenue for appeal of enrolment decisions.
- 9.2. Participation in an ALA program may be suspended or terminated if:
 - 9.2.1. You breach any term of the Program Participant Handbook or its policies.



9.2.2. You fail to meet participation or reporting requirements.

9.2.3. You engage in behavior inconsistent with ALA's values or Code of Conduct.

9.3. You may voluntarily withdraw from a program by notifying the relevant program team in writing. Depending upon the timing of your withdrawal, any disbursement or technology benefits provided (including laptops) may need to be returned.

10. Governing Law and Dispute Resolution:

10.1. All ALA programs and policies are governed by the laws of the Republic of South Africa. ALA encourages disputes or concerns to be resolved directly and constructively with program staff. If a formal dispute arises, it shall be decided by neutral, exclusive and binding arbitration in the Republic of South Africa. Either party may appear telephonically at the arbitration hearing.

11. Acceptance:

By signing your Enrollment Agreement and participating in any ALA program, you confirm that:

11.1. You have read and understood these Terms and Conditions.

11.2. You agree to abide by all policies referred to herein and in the Program Participant Handbook.

11.3. You understand that violation of these terms may result in corrective or disciplinary action, including suspension or removal from the program.

Signed:

| | |
|-------------------|--------------|
| Date: | [YYYY/MM/DD] |
| Full Name: | |
| Signature | |

