

## Terms and Conditions

### Registration

Registrations need to be made by use of a fully completed official on-line registration form. The acceptance and confirmation of the registration will be sent to you after confirming your invoicing details and registration.

### Training Calendar and Prices

Please check our training calendar or contact our sales team for an accurate training schedule. All prices are in Euro and are VAT exclusive. Prices are subject to change without notice: please consult our website or contact the Exclusive Networks sales team for current pricing and availability.

The course fee covers the cost of the class, the original manuals, lunch and beverages. Some documentation can also be ordered separately as self-tuition kits, although the purpose of this material is primarily not self-tuition. The participant does not have the right to copy the material, hand it to a third party, or publish it without the written permission of Exclusive Networks. The training location has the right to change the content of the course.

### Payment Conditions

The course invoice will be sent to after the beginning of the course. Unless explicitly mentioned otherwise, all payment details must be registered with our finance department before the beginning of the course. If this condition is not met, Exclusive Networks has the right to refuse participation to the course.

### Cancellation

Cancellation of a course is only possible by written notice. A course that you cancel up to two weeks before its start will be charged for 20% of the entire sum. Should your cancellation occur less than two weeks before the beginning of the course or should a participant fail to show up on the course dates, you will be charged for the entire sum of the course. It is however possible to replace a registered person by another person who can attend the course at the registered time and date. Rescheduling requests will be treated case by case: please contact Exclusive Networks for more details.

Two weeks before the start of a training Exclusive Networks will send a confirmation if the course will take place.

Exclusive Networks holds the right to cancel a course and reschedule it should there be less than 3 participants and is not responsible for transport or hotel penalties incurred because of cancelled courses.

### Personalized training

Feel free to contact us for more information on tailor-made trainings.