

General Terms and Conditions - Training

1. Definitions and Interpretation

In these General Terms and Conditions, the following expressions shall have the meanings set opposite them, unless the context otherwise requires:

"Agreement" means these General Terms and Conditions, any accepted Registration Form and any document which is supplemental hereto or which is collateral herewith or which is entered into pursuant to or in accordance with the terms hereof;

"Attendees" mean the person nominated by Customer as identified in the Registration Form;

"Course(s)" means such of the Contractor training courses, described in the Course Profile on Contractor website, as are specified on the Registration Form ;

"Course Fee" means the charges set out in the Contractor training schedule published from time to time or otherwise agreed with the Contractor payable by the Customer to Contractor for the Course(s);

"Course Profile" means the Contractor's Course(s) description as published from time to time on Contractor's website.

"Customer" means the customer so named in the Registration Form;

"Registration Form" means the Contractor registration form which is expressed to be subject to these General Terms and Conditions and which relates to participation by Attendee on Contractor's training Course(s);

"Contractor" means the contractor so named in the Registration Form.

1.1 The headings are for convenience only and shall not affect the interpretation of this Agreement.

1.2 If a Customer comprises of more than one person or entity, all obligations of such Customer shall be joint and several as regards such persons and entities.

1.3 Reference to the singular includes the plural and vice versa and reference to a gender includes the other genders unless the context requires otherwise.

2 Registration

2.1 A Registration Form constitutes an offer by Customer to participate on the Course(s) specified in such Registration Form. Such offer shall not be deemed to be accepted by Contractor unless and until Contractor expressly confirms acceptance in writing, by email, fax or letter.

2.2 These General Terms and Conditions shall apply to the Agreement to the exclusion of any other terms and conditions on which any purchase order is placed or purported to be placed by Customer.

2.3 No variation to the Registration Form or these General Terms and Conditions shall be binding unless agreed in writing between the authorised representatives of Contractor and Customer. For the avoidance of doubt, no variation to the Registration Form agreed via telephone shall be binding unless confirmed in writing to Customer by Contractor.

3 Price and Payment

3.1 The Course Fee is exclusive of any Value Added Tax, which shall be payable in addition by Customer at the rate then prevailing.

3.2 The Course Fee includes standard documentation appropriate to the relevant Course and, unless delivered on Customer's premises or otherwise specified in the Course Profile, light refreshments and buffet-style lunch (or substitute vouchers).

- 3.3 The time period scheduled for each Course allows for meal and refreshment breaks, questions on aspects of the Course content, however should the Course content be completed within the allocated time period resulting in an early finish, no adjustment will be made by Contractor to the Course Fee.
- 3.4 Course Fee will be charged upon completion of the relevant Course and payable within 30 days of receipt of Contractor's invoice.

4 Cancellation and Transfer

- 4.1 Contractor reserves the right to cancel or re-arrange any allocated dates for Course(s) at any time and for any reason. If a Course is not rearranged by Contractor in agreement with Customer, Contractor shall provide Customer with a full refund of the relevant Course Fee paid by the Customer for the cancelled Course.
- 4.2 Customer may cancel or transfer its registration for any Course by providing Contractor with a minimum of ten (10) working days written notice prior to the Course start date. If Customer's notice for such cancellation is less than the minimum of ten (10) working days or the Attendee fails to attend the Course, the full Course Fee for such Course shall remain chargeable.

5 Duties of Customer

- 5.1 Customer is responsible for advance notification to Contractor (within the related section of the Registration Form) of any special requirements relating to the Attendee. Contractor will endeavour to accommodate such notified needs if it is considered both reasonable and practical to do so.
- 5.2 Customer shall ensure that Attendee shall have adequate competence, knowledge and skill to interpret and benefit from the Course(s) provided by Contractor.
- 5.3 Contractor reserves the right to exclude Attendee from any Course due to Attendee's disorderly conduct or failure to fulfil the prerequisites as published by Contractor or otherwise notified to Customer. The relevant Course Fee shall remain chargeable to Customer in such circumstances.
- 5.4 In relation to Course(s) to be delivered by Contractor on Customer's premises, Customer is responsible for ensuring that all reasonable and necessary facilities (including but not limited to the adequate provision of suitable accommodation, hardware, software and other reasonable requirements pre-notified by Contractor) are fulfilled and maintained throughout the duration of each Course.

6 Travel and Accommodation

- 6.1 Customer is responsible for all travel arrangements, accommodation requirements and other costs incurred by Attendee relating to attendance at Contractor's Course(s).
- 6.2 Contractor shall have no responsibility for any non-refundable costs arising under Clause 6.1 and resulting from Course(s) scheduling changes or cancellations howsoever arising.

7 Warranties and Liability

- 7.1 Contractor will use reasonable endeavours to ensure that the Course(s) provided are dispensed with reasonable skill and care and will follow practices consistent with the professional standards in the industry.
- 7.2 In relation to the provision of Course(s) by Contractor to Customer and subject to Clauses 0 and 7.5, Contractor's total liability in contract, tort or otherwise shall not exceed 110% of the Course Fee paid by Customer for the Course in respect of which the claim is made.
- 7.3 Customer shall indemnify and hold harmless Contractor, its officers, directors, agents and employees, from and against all claims, actions, demands, losses, costs, expenses (including, without limitation, all legal fees and disbursements), damages, liabilities and lawsuits arising from any breach of Customer's obligations under this Agreement.

- 7.4 any other provision of this Agreement, Contractor does not accept liability for any loss of profits, or goodwill or for any special or indirect or consequential damages arising under this Agreement in delivering the Course(s).
- 7.5 Neither party excludes or seeks to limit its liability in respect of death or personal injury.
- 7.6 All conditions and warranties not expressly set forth in this Agreement and whether expressed or implied are excluded to the fullest extent permissible by law.

8.0 Intellectual Property Rights

- 8.1 The copyright in and all other intellectual property rights relating to the Course(s) software, data and documentation employed by Contractor and any related materials ("Course Materials") provided to Customer hereunder by Contractor are owned exclusively by and hereby reserved to Contractor and/or its party licensors. Contractor hereby grants to Customer a non-exclusive, non-transferable, non-sublicensable licence to use such Course Materials solely for the purpose of receiving the Course(s).
- 8.2 Under no circumstances may the whole or any part of the Course Materials be produced or copied in any form or by any means or translated into another language by Customer without the prior written permission of Contractor.
- 8.3 Customer shall not delete, amend, alter or deface any confidentiality or proprietary notices on the Course Materials.
- 8.4 The Customer shall and shall ensure that Attendee shall keep confidential the Course Materials and comply fully with all use restrictions notified to Customer by Contractor in relation to Course Materials.

9.0 General

- 9.1 Contractor reserves the right to amend the content of any Course(s) without notice to Customer when, in the opinion of the Contractor, such amendment does not fundamentally change the content of such Course(s).
- 9.2 Neither party shall be held in breach of its obligations hereunder (except in relation to obligations to make payments) nor be liable to the other party for any loss or damage which may be suffered by the other party due to any cause beyond its reasonable control including, without limitation, any act of God, failure, interruption of power supplies, failure of a network(s), flood, drought, lightning or fire, strike, lockout, or other industrial disputes (whether involving the workforce of the party so prevented or of any other party), environmental hazards, acts of terrorism, acts or omissions of Government, highway authorities or other circumstances beyond the control of the parties.
- 9.3 Any notice required or permitted to be given by either party to the other under these General Terms and Conditions shall be in writing and sent by e-mail, facsimile transmission or delivered by hand or sent by first class post and addressed:
- 9.3.1 If to Contractor at the address stated in the Registration Form (to the attention of the Training Department);
- 9.3.2 If to the Customer at the address given in the Registration Form or such other address as may have been notified pursuant to this Clause 9.2 to the party giving the notice and shall be deemed received on actual receipt by hand or three (3) business days after posting or next business day after transmission if sent by facsimile.
- 9.4 If any provision of this Agreement is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions and the remainder of the provision in question shall not be affected thereby. In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of this Agreement, the parties shall immediately commence good faith negotiations to remedy such invalidity, illegality or unenforceability or to achieve an alternative provision acceptable to both parties.

- 9.5 Neither party has relied on any representation or warranty except as expressly set out in this Agreement and Contractor and Customer hereby agree to submit to the exclusive jurisdiction of the English Courts in respect of any dispute in relation to this Agreement.
- 9.6 This Agreement shall be governed by and interpreted in accordance with the laws of England.
- 9.7 Save for the interests of Contractor's third party licensor(s) in relation to their respective elements of Course Materials, nothing in this Agreement is intended to be for the benefit of and shall not be enforceable by any person who is not named at the date of this Agreement as a party to it and the provisions of the Contracts (Rights of Third Parties) Act 1999 shall not apply.