



### TERMS AND CONDITIONS FOR COURSE REGISTRATION

Registration for short trainings run by Strategic Consulting and Implementation Consortium Ltd (SCIC Ltd) is subject to the terms and conditions provided in this document. These terms and conditions supersede any verbal representation or any other communication which may be made by any employee or agent of SCIC Ltd at any time regarding this training.

#### 1 Registration contract

If you indicate your interest to register for this training, your registration will be subject to the terms and conditions set out below. A place will be reserved for you once you have met the conditions for registration and we have received the required payment for the training. An official receipt of payment will be sent to you from SCIC Ltd acknowledging your payment. This affects individual participants and corporate organisations sponsoring their employees for this training.

#### 2 The obligations of SCIC Ltd to you

2.1 SCIC Ltd would provide you with the training, course wares and other services advertised with the training.

2.2 SCIC Ltd will not take liability for any failures due to the inaction or action of a third party or when the cause is beyond the reasonable control of SCIC Ltd.

#### 3 Fees charged for trainings

Course registration is only complete when full payments of the course fee have been received by SCIC Ltd.

#### 4 Policy on refunds

4.1 There will be no refund in situations where the training has commenced and training materials have been issued to the participant.

4.2 Refund will be considered in cases of extenuating circumstances and providing that course participants who have been fully registered informs SCIC Ltd before the commencement of the course:

a) At least **4 weeks** before the start of the course – **40%** of course fee excluding administrative charges would be considered for refund.

b) **3 weeks** before the start of the course – **20%** of course fee excluding administrative charges would be considered for refund.

c) **2 weeks** before the start of the course – **10%** of the course fee excluding administrative charges would be considered for refund.

d) There will be no refund for less than **2 weeks** to the start of the course.

Please note that documentary evidence will be required as proof of extenuating circumstance for us to be able to consider refund. Refund will be made as bank transfers, cheque or on UK credit/debit card used in making the payment. Refund payments may take some time to process so please allow up to 40 working days for refund to be made.

#### 5 Rights to terminate training registration

5.1 SCIC Ltd may terminate course registration if it discovers that you have provided information that is untrue or misleading; or fail to meet the criteria for 'who should attend' this course; or breach any of the terms and conditions contained in this document.

5.2 SCIC Ltd may decide to cancel this course for some reasons in which case it will provide early enough information to participants who are fully registered on alternative courses for decision. SCIC Ltd will also allow for a refund option subject to the terms and conditions in this document.

5.3 Participants who have registered for SCIC Ltd courses may decide to terminate their registration at any time. This will however have refund implications as it may affect SCIC Ltd costs and administration of the course. Please refer to the policy on refund in item 4 above for guidance.

#### 6 Data protection

6.1 SCIC Ltd will use personal information provided by prospective participants in processing course applications; providing services to applicants and participants; promoting future courses; for research in order to improve its services and course offerings; for generating statistical information; and to select third party partners of SCIC Ltd.

6.2 SCIC Ltd is committed to the data protection principles of good information handling practice and in keeping with the legislative and regulatory provisions in UK law.

#### 7 Liabilities and Insurance

SCIC Ltd shall not be liable to any loss or damage suffered by a course participant except in cases of proven negligence. SCIC Ltd has in place employee and public liability insurance. Course participants are responsible to take adequate insurance cover to protect their property and person.

#### 8 Payment terms

Payment for SCIC Ltd courses is in Pounds Sterling. Payment can be made by bank transfer into SCIC account (please contact us for our bank account information), UK bank cheque in favour of "Strategic Consulting and Implementation Consortium Ltd" or by credit or debit card. Payment is said to have been received when cleared funds in respect of full course fees are in SCIC Ltd bank account. An official Strategic Consulting and Implementation Consortium Ltd receipt will be sent to the participant or corporate sponsor.

#### 9 Participants with special needs

Please contact us if you have any special needs to enable us make adequate provisions.

#### 10 Binding Law

This agreement will be executed under UK law.

#### 11 Participants from Overseas

SCIC Ltd is committed to operate within the laws of the United Kingdom. By accepting to attend this course, overseas participants subject to UK immigration rules, undertake to comply fully with applicable immigration rules which include their conditions of entry into United Kingdom.

- Accept
- Decline

Please tick the appropriate box above, indicate full name, sign and date:

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#### You may:

1. Scan and email signed acceptance of 'terms and conditions' to [consulting@scic.co.uk](mailto:consulting@scic.co.uk), or
2. Fax signed acceptance of "terms and conditions" to +44 (0) 20 7638 7060, or
3. Post signed acceptance of "terms and conditions" to Strategic Consulting and Implementation Consortium Ltd, 28 Austin Friars, London, EC2N 2QQ.
4. Call us on Telephone: +44 (0) 20 7628 3322 if you require further clarifications