

TERMS & CONDITIONS OF REGISTRATION

These terms and conditions together with the enrolment form comprise the “**Agreement**” pursuant to which Globaltraining® provides training programmes to the customer/student.

1. Payment Terms

- 1.1 A student is eligible to register for a new course provided **all outstanding fees** for any previous courses attended are **fully settled**.
- 1.2 Globaltraining reserves the right to recover any reasonable debt collection costs in connection with this Agreement.

2. Refund Policy

Students cannot drop or withdraw from a course(s) by merely stopping attendance. A student wishing to withdraw from any course(s) has to send an email to info.cy@globaltraining.org stating the course they wish to withdraw from, the reason for withdrawal and the type of refund they prefer (see below). The date of withdrawal will be considered to be the date on which the email is received.

A student may withdraw from a course if:

- a. They have never logged into their Moodle account; OR
- b. They have not clicked to view any of the course lectures or other materials; AND
- c. It has been under one month since registration

Types of Refund

Where the student meets the above criteria students may choose to be provided with a full credit note or a reduced cash refund. The full credit note allows students to transfer 100% of their fees to any other Globaltraining course (online or in-class). Where a student desires a cash refund, Globaltraining will refund the course less a €100 administration fee.

3. Course Changes

Globaltraining reserves the right to cancel, reschedule the course, if in the opinion of Globaltraining, such an action is necessary. Globaltraining will notify the customer as soon as the change is made. In such a case the customer has the option to reschedule the course, apply the fees to another course, or receive a credit note for the course fees paid to Globaltraining.

4. Intellectual Property

- 4.1 Globaltraining grants the customer a non-transferable, non-exclusive licence to use Globaltraining®'s training material under the terms of this Agreement.
- 4.2 This licence terminates upon termination of this Agreement for whatever reason.
- 4.3 The customer warrants that they shall only use Globaltraining's training material for their own educational purposes and shall not, without their prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate Globaltraining's training material to any person or party other than in accordance with this Agreement.
- 4.4 The customer shall fully indemnify Globaltraining in respect of any infringement of any intellectual property rights arising as a result of their use of Globaltraining's training material in breach of this Agreement.

5. Limitation of Liability

- 5.1 The liability for Globaltraining for direct losses arising out of their negligence, breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the customer (or employer) for the course or study materials.
- 5.2 Globaltraining shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

6. Data Protection

Customers agree that in relation to information held from time to time, Globaltraining may:

- 6.1 Use the information to perform their obligations and enforce rights under this Agreement.
- 6.2 Use the information to inform customers about courses, products or services which may be of interest to them.
- 6.3 With this consent I agree to the use and sharing of my personal information as deemed necessary for communication with my employer (when sponsored) and the relevant professional examination body/ies

7. Course Access

- 7.1 Access to the course is given through our online learning platform and is valid for a period of four months.
- 7.2 The means of access are strictly personal and students are responsible for safeguarding their confidentiality and security, and ensuring their appropriate use. Students may not transfer or sell their means of access to any third party.

If any part of this Agreement is held to be unenforceable, the remaining terms and conditions shall continue in force..