

# Training Courses Terms and Conditions



## Definitions

'Course client' is the entity for whom a training course is to be provided.

'Course provider' is Modulus Structural Engineering Ltd, which owns the copyright to the course material.

## Responsibilities:

The Course provider will be responsible for:

- Arranging suitable speakers
- Arranging a mutually agreeable date between the speakers and course client
- Paying speaker(s)
- Providing printed copies of the course notes
- Liaising with the course client regarding the practical arrangements

The course client will:

- Provide a room at their offices for the training to take place, or make other suitable arrangements for a venue.
- A computer and projection equipment.
- Provide refreshments.

## Number of course delegates

The maximum number of course delegates is 16.

## Copyright

Copyright is owned by Modulus Structural Engineering Ltd and/or the specific course trainer.

## Cancellation by the course client

If the course client cancels the course a credit note or refund will be issued by the course provider, who reserves the right to deduct any reasonable costs incurred prior to cancellation.

## Rescheduling by the course client

If the course client wants to reschedule the date of the course, this must be to a mutually acceptable date. The course provider reserves the right to deduct any reasonable costs incurred in rescheduling.

## Rescheduling by the course provider

Exceptionally there may be a requirement for the course to be rescheduled due to circumstances beyond its control. In this event the course will be rescheduled at the earliest mutually acceptable date.

## Fee arrangements

The course provider will invoice the course client in advance of the course. Payment is due 7 days before the course takes place, in the event of non-payment; the course provider reserves the right to cancel the course.

## Fees

The costs quoted exclude venue costs and refreshments. The course provider all reserves the right to charge an administration fee of £50 + VAT for the completion of Vendor or Supplier Assessment forms or similar.