

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/participant 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. Discounts

- 2.1 For applicable discounts refer to the Course Brochure or contact the Globaltraining admin team.

3. Refund Policy

Students/participant cannot drop or withdraw from a course(s) by merely stopping attendance. A student/participant 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. 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 attended a classroom course/ logged into their Moodle account; OR
- b. They have not obtained any course materials or clicked to view any of the online course lectures or other materials;
- c. Any fees paid are not refundable

Types of Refund

Where the student/participant 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.

4. Course/ Seminar 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 case of cancellation the customer has the option to apply the fees to another course, or receive a credit note for the course fees paid to Globaltraining.

5. Intellectual Property

- 5.1 Globaltraining grants the customer a non-transferable, non-exclusive licence to use Globaltraining®’s training material under the terms of this Agreement.
- 5.2 This licence terminates upon termination of this Agreement for whatever reason.
- 5.3 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.
- 5.4 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.

6. Limitation of Liability

- 6.1 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.
- 6.2 Globaltraining shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

7. Data Protection

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

- 7.1 Use the information to perform their obligations and enforce rights under this Agreement.
- 7.2 Use the information to inform customers about courses, products or services which may be of interest to them.
- 7.3 With this consent it is agreed to the use and sharing of my personal information as deemed necessary for communication with employers (when sponsored) and the relevant professional examination body/ies (where relevant).
- 7.4 We share your personal data such as name, surname, email address, with carefully selected third parties such as credentials .net/ Accredible for Certificate purposes only, where applicable.

8. Course/ Seminar Online Access (Where applicable)

- 8.1 Access to the course is given through our online learning platform and is valid until the end of the relevant examination period.
- 8.2 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.

9. Subsidized Seminars

- 9.1** You are required to complete the HRDA Forms 6PE (SS) and KE2 and submit them to Globaltraining before the seminar starts. All information required by HRDA should be correct and valid. If HRDA does not subsidize a company due to incorrect information provided by the company, then the difference in the subsidy as indicated by HRDA will be corrected by an additional charge. Note that further to HRDA's regulations, subsidized seminars should be paid by the company and not the participant.
- 9.2** Subsidized seminars should be paid by the company (not the participant) by cheque.
- 9.3** Participants of HRDA subsidized seminars are notified that should they not attend the full duration of the seminar the subsidy will not be able to be claimed in full.

If any part of this Agreement is held to be unenforceable, the remaining terms and conditions shall continue in force. Any serious breaches of these terms & conditions may result in the student being reported to the relevant professional examination body.