



Training Center terms and conditions of participation



1 Registration and confirmation

Please register for our training courses no later than 14 days before the start of the course, by using our registration form and sending this to USU AG, Spitalhof, 71696 Möglingen, Germany.

Requests made by telephone to register for or to cancel your attendance on a course can only be accepted if they are immediately confirmed in writing. You will receive written confirmation, to which the terms and conditions stated herein will apply in all cases. Any exceptions to these conditions shall require USU AG's written agreement.

USU AG reserves the right to cancel the training course in case of less than four registrations.

You will receive confirmation of your registration when your order has been processed. This confirmation will detail the start and finish times of the training course, the cost of the course and if appropriate any special instructions. These details are non-negotiable.

2 Cancellation

You may cancel your attendance on a course only in writing.

Cancellations may be made up to two weeks before the start of the course concerned without incurring any further obligations. If a cancellation is made after that date then 75% of the attendance fee will be billed.

If the participant does not attend the course without giving us prior notification, then the full amount of the course fee will be payable. You may, of course, nominate another participant to attend the course right up to the first day of the course.

If a training session needs to be cancelled by USU AG for organizational reasons, then no liability shall be accepted other than for reimbursement of the training fee paid.

3 Fees

The fees given in the training overview apply to each participant. The cost for each additional participant is also given in the training overview. All prices are given exclusive of statutory VAT. Only the current price lists issued by USU AG shall be valid.

Fees include:

- > Delivery of the training course
- > Training materials
- > Lunch + refreshments during breaks

Travel, accommodation and other food and drink costs incurred by the participant shall be borne by the customer.

Partial attendance of the training course shall not entitle the customer to any reduction in the fees payable.

4 Training location

The training courses will be delivered on USU AG's premises in Möglingen, Germany.

5 Data protection

The data received with your registration will be processed electronically for the purposes of administration. By registering you shall be considered to have accepted our terms and conditions of participation.

6 Invoicing

Invoices will be issued after the training has been delivered.

7 Copyrights

The documentation given out in connection with the training courses may not be reproduced or passed to third parties without the express permission of USU AG. No copies may be made without the written permission of USU AG.

The software made available for educational purposes during the training course may neither be taken away nor copied in whole or in part.

8 Liability and general matters

USU AG reserves the right to postpone or cancel the courses offered in the training programme even when the courses have been confirmed in the event of non-availability of the trainer or for other reasons outside USU AG's control. The participants affected will be informed immediately. No liability will be accepted for claims in respect of the participants other than for reimbursement of the participation fees. This shall also apply to any changes made to the content of the training and to changes to the training location and/or dates. For the purposes of protecting our systems, participants' software and files may not be used on the training computers. If this clause is ignored, we reserve the right to claim for the cost of the damage caused.

9 Validity of the terms and conditions of participation

Only these terms and conditions of participation shall apply. Any other terms or conditions shall not be considered part of the contract.