

General Terms And Conditions

General

These conditions apply to all class room courses offered by Transfer. By signing the registration form, the participant acknowledges and agrees to the conditions below.

Registration

Registration can be done either in writing or by phone. For all places, the registration form should be received two weeks prior to commencement of the course. Course registrations will be dealt with in the order in which they are received. You can also register via [registration](#)

Confirmation

Transfer will send written confirmation after receiving a signed and completed registration form. The participant will receive the date, time and location of the course a week before.

Cancellations

We reserve the right to cancel or postpone the course due to insufficient participation or special circumstances, up to one week prior the course date. Should this happen, suitable alternatives will be discussed with the participant. Transfer is not liable for any losses resulting from cancellation, interruption or alterations.

Cancellation and transfer

A participant is always entitled to replacement by another employee from the same organization. The same terms and conditions apply to the replacement. A participant can change or postpone their participation up to four weeks before the start of the course. Less than four weeks before the course the following cancellation terms apply:

- If cancellation is made within four weeks of commencement of the course, 25% of the course fee will be charged.
- If cancellation is made within two weeks of commencement of the course, 50% of the course fee will be charged.
- If no proper cancellation is received before commencement of the course, the entire course fee will be charged.

Course material

Course material is included in the fee. This material will be given out at the beginning of the course. Training material is copyrighted.

Invoicing

An invoice will be sent along, with the confirmation, to the invoice address given on the registration form.