

By registering for a seminar with *ProEthics*, or by indicating your acceptance of this agreement in any other way, you agree to these terms and conditions.

1. Background to agreement

1.1. The rights that you have when you register for this seminar, are set out in this agreement. You may only register for a seminar if you agree to the terms of this agreement.

1.2. If you do not agree, or do not have authority to enter into this agreement, you may not register for a seminar.

2. Seminar fees

2.1 The seminar fee includes a training manual, electronic certificate of attendance, refreshments and lunch. There are no additional costs for delegates attending a normal training seminar.

2.2 Copyright and all intellectual property rights attached to the seminar content, will remain the property of ProEthics.

3. Payment

3.1 A delegate's place is not confirmed until full payment of seminar fees have been received.

3.2 A reservation can be held for a period of 5 working days while payment is being processed.

3.3 Full payment of seminar fees must be received by 11 April 2018.

4. Late payment

4.1 **ProEthics** reserves the right to re-allocate the seminar place to another delegate if fees are not paid on time.

4.2 In the event of late payment, ProEthics reserves the right to charge interest on all outstanding amounts.

4.3 Where fees have not been settled in full, ProEthics reserves the right to exclude delegates.

5. Delegate cancellation

5.1 Cancellation without penalty must be received in writing no less than 15 working days before the seminar commencement date for a full refund.

5.2 Cancellation of a confirmed booking less than 15 but more than 10 working days before the start of a seminar will incur a cancellation fee of 50%.

5.3 Cancellation of a confirmed booking less than 10 working days before the start of the seminar, will incur a cancellation fee of 100%.

6. Delegate substitution

6.1 Substitution of one delegate for another for the same presentation (seminar and date) is permissible.

6.2 Substitutions without incurring administration fees must be confirmed in writing no less than 48 hours before the seminar commencement date.

7. Delegate withdrawal

7.1 No credit or refund, in whole or in part, of seminar fees will be given where a delegate with a confirmed booking fails to arrive for a seminar or withdraws from a seminar which has already started.

7.2 Where a delegate withdraws from a seminar and is not in good standing, attendance to future seminars requires payment of full seminar fees.

8. Presentation

8.1 **ProEthics** seminars are constantly updated and improved and we reserve the right to make, without prior notification, changes to seminar structure and material.

8.2 **ProEthics** reserve the right to cancel a seminar presentation where there is insufficient demand, without liability.

8.3 **ProEthics** will endeavor to ensure presentations are cancelled, where necessary, at least 10 working days' notice before the commencement of a seminar.

8.4 In the event a seminar presentation is cancelled, delegates will be offered an alternative date, or a credit note or a full refund, based upon payment made, but no interest will accrue on any such amounts refunded.

8.5 **ProEthics** do not guarantee that a particular seminar will be scheduled to be presented again at a future date.

9. Certificates

9.1 An electronic certificate of attendance will be issued with the name as given during seminar registration. **ProEthics** cannot be held liable should an incorrect name or spelling be provided.

9.2 Certificates will be e-mailed to the e-mail address given during seminar registration. **ProEthics** cannot be held liable should an incorrect e-mail address be provided.

9.3 If the delegate has outstanding fees owing, your certificate will be withheld until such time as your fees have been settled in full.

10. Media and marketing

10.1. **ProEthics** may use the delegates seminar endorsements, testimonials and photographs for general media advertising and marketing.

10.2 You agree that we may edit the testimonial and publish edited or partial versions of the testimonial. However, we will never edit a testimonial in such a way as to create a misleading impression of your views.

11. Force Majeure

11.1 Neither party will be liable for any delay in performing or any failure to perform any obligations under this agreement due to any cause beyond their reasonable control, including but without being limited to any of the following: strikes, lock outs or other industrial action, sabotage, terrorism, civil commotion, riot, invasion, war, threat of or preparation for war, fire, explosion, failure of electrical supply, storm, flood, subsidence, epidemic or other natural physical disaster, impossibility of the use of railways, shipping aircraft, motor transport or other means of public or private transport; any act or policy of any state or government or other authority having jurisdiction over either party, sanctions, boycott or embargo.