

Terms and Conditions

TERMS FOR PUBLIC COURSES

Course Tuition

The course tuition fee is due and payable within seven days of the course start date. The course tuition fee includes instruction, course materials and the use of software as appropriate to the course, and Certification Examinations. Assima Academy also provides a light lunch and refreshments during the day. The course tuition fee does not include accommodation, travel or any other expenses that may be incurred by the customer.

Substitutions Permitted

We welcome the enrolment of a qualified substitute in an enrollee's place provided the customer notifies us in writing at least 3 working days before the first day of the course. 100% of any prepaid course tuition fees will be credited against the course tuition fee of the substitute.

Enrollee Cancellation / Transfer

Cancellations or transfers may be made for a full refund, and without any penalty, if notified in writing no later than three weeks before the first day of the course or within seven days after enrolment. Otherwise, 50% of the course fee will be due and payable. In the event of timely cancellation or transfer, if the course fee has been paid, the payment may be applied against the fees for another course or a full refund may be requested. Assima Academy will forward a credit note to the enrollee. Credit notes not utilised within twelve (12) months of issue will not be subject to a refund and may only be applied against the fees for a subsequent course. A transfer from one course to another, if made less than three weeks before the course start date, will be treated as a cancellation and 50% of the course fee will be due.

TERMS FOR IN-HOUSE COURSES

The course tuition fee for on-site courses is due and payable within 30 days following the course start date. There is no additional penalty if written notification is received of cancellation or re-scheduling at least four weeks before the schedule start date of the course. Any on-site course cancelled or rescheduled by our customer less than four weeks before the scheduled start of the course is subject to a £2,500 cancellation / rescheduling fee.

TERMS FOR ALL COURSES

Security

The customer agrees that all course participants will abide by security measures in effect at the course location.

Course Postponement

Assima reserves the right to change a course location, course date, or postpone a course at any time. We will give the customer as much advance notice as possible of any such change. If the customer is unable to attend a course at the revised location or date, we will credit 100% of any prepaid course tuition fees paid against a future course or, if requested, refund those fees. However, we will not be

liable for any other costs incurred including (for example) travel charges or any consequential damages, even if we were advised of them.

Wire Transfer Payment

Wire transfer payment of Assima invoices may be processed by sending payment to:

Assima PLC

Nat West

12 High Street, Southampton, SO14 2BF

Account No. 37567888, Sort code 56-00-68

IBAN No. GB66 NWBK 56006837567888, BIC/SWIFT Code. NWBK GB 2L

Copyright / Intellectual Property

Assima asserts all available rights to all content provided in the course. These include, but are not limited to, all copyrights, patents, designs and other intellectual property rights in or relating to any course materials provided or made available in connection with our courses. These rights remain the sole property of Assima PLC. No part of any course materials may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or translated into any language, without the express prior written permission of Assima PLC.

General

These terms and conditions set out above represent a complete statement of the agreement between the parties and supersede all prior discussions, correspondence and representations. Our brochures and advertisements are for information purposes only and are not intended to form any agreement between Assima PLC and the recipient. These terms and conditions are subject to change without notice and changes will apply to any enrolment / course order received after the date of the change. These terms and conditions may not be varied except in a written agreement signed by an officer of Assima PLC. Assima PLC's acceptance of a purchase order containing different terms and conditions does not modify or supersede these terms and conditions. This agreement shall be governed by and interpreted in accordance with English Law as at January 22, 2010.

Assima PLC limits the provision of its educational services to employees of corporations, partnerships and government organisations who are sponsored by their respective organisations. This agreement is between Assima PLC and the employer.

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