

Terms & conditions ITAMOrg training

1. Payment

Upon receipt of confirmation of participation, the agreement is valid and binding. Payment must be registered with ITAMOrg by latest 4 weeks before starting date of the course.

2. Change of student on the same course

If an enrolled student is not able to join the course, the seat can be switched to another person from the same organization. This switch is at no further cost but ITAMOrg must be notified as soon as possible.

3. Cancellation policies and fees

Any cancellation must be in writing and the following policy applies:

- Cancellation can happen until 4 weeks before the starting date of the course at no cost.
- Cancellation that is received from 2 to 4 weeks ahead of the starting date of the course is accepted and the student is eligible of a 50% refund of the training fee.
- Cancellation 2 weeks or sooner ahead of the training is not compensated. The full amount must be paid.

4. Class cancellation

If the minimum number of students in a training course is not achieved, ITAMOrg reserves the right to cancel the course. Cancellation of a course must be minimum 4 weeks ahead of the start date. In case of cancellation the student can choose either to have a refund of the training fee or to join another course if place permits.

5. No-show

In case of no-show at any training, the training fee is not refundable.

6. Course fee and misc. For classroom training

The course fee covers coffee, tea, water and lunch during the course. Expenses for other meals, hotel, commute and travel is not included in the course fee.