

Terms and Conditions for KDAB Onsite Trainings in Europe (except France), Asia, and Africa

Confirmations of trainings: Onsite trainings are confirmed as soon as KDAB has confirmed availability, and the customer has approved the offer. Confirmation includes date, times, location, planned content, and number of participants.

Cancellations and rescheduling: Onsite trainings can be cancelled and rescheduled, subject to availability, until 30 days before a training free of charge. Cancellations and rescheduling less than 30 days before a training are subject to a €2500 (£2,200) cancellation/rescheduling fee.

Training fees: Onsite trainings are billed net 30 days as soon as the course has been confirmed by KDAB. No further deductions are accepted. Training fees include 6 hours of instruction per day, printed course materials, as well as the instructor's accommodation, travel, and allowance.

One off fees: These are as follows where a purchase order is presented:

- less than 4 weeks before the training, +500€ (£450)
- less than 2 weeks before the training, +750€ (£650)
- less than 1 week before the training, +1,000€ (£900)
- less than 3 days before the training, +1,500€ (£1300)

KDAB's responsibilities: KDAB will provide a qualified and experienced trainer and work with the customer's contact person to ensure that the training contents matches the expectations and experiences of the training participants to the greatest extent possible.

Customer responsibilities: The customer will provide a training room suitable for the number of participants, equipped with computer and software as appropriate, and specified by KDAB, for the training in question. If the trainer is required to acquire a visa for entering customer's country, the customer will provide all necessary documentation required by the authorities, such as, but not limited to, letters of invitation or registration documents, in the timeliest manner possible. It is also the customer's responsibility to ensure that KDAB's trainer can enter the customer's venue without delay and bring any equipment required for the training. Any delays in accessing the customer's facilities will be deducted from the instruction time.

Substitutions and changes in the number of participants: The customer may substitute training participants at any time until the training starts. Substitutions after the start of a training shall count as additional participants. If the number of participants is greater than what was originally ordered and confirmed, KDAB will bill the customer for the additional participants at the rate originally offered for additional participants. For participants added later than one week before the training, KDAB cannot guarantee the availability of printed training materials during the training, but will make printed training materials available as soon as possible. Reductions in the number of training participants later than one week before the training do not entitle the customer to a discount or refund.

Copyrights/Intellectual property: All copyrights, patents, designs and other intellectual property rights in or relating to any training materials provided or made available in connection with our courses remain the sole property of KDAB and/or its partners. 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 prior written permission of KDAB.

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. 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 the Training Director or a Managing Director of a KDAB Group company. KDAB'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 the laws of the Kingdom of Sweden.