

Terms and Conditions for KDAB Individual Company Online Training in Europe (except France), Asia and Africa

Confirmation of training: Individual Company online training courses are confirmed as soon as KDAB has confirmed availability, and the customer has submitted an approved, by KDAB, purchase order. The confirmation includes the dates, times, location, planned content, and the number of participants.

Cancellations/Changes: Onsite training course can be cancelled and rescheduled, subject to availability, up until 30 days before the previously agreed date the course was to commence. Cancellations and rescheduling less than 20 days before a training course was to begin are subject to a €1500 (£1,300) cancellation/rescheduling fee.

Training fees: Onsite training is invoiced with net 30 days terms 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, where they are to be supplied, as well as any costs for the instructor.

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

- less than 4 weeks before the training, +250€ (£290)
- less than 2 weeks before the training, +500€ (£450)
- less than 1 week before the training, +750€ (£670)
- less than 3 days before the training, +1,000€ (£890)

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 ensure all participants are available to commence the remotely hosted course on each of the days at the previously agreed times. Any delays caused by late arrivals, or similar, will be deducted from the instruction time. The customer will ensure each participant has a copy of the materials sent by KDAB.

Substitutions and changes in the number of participants: The customer may substitute training participants at any time until the training starts. Substitutions after the beginning of a training course shall count as additional participants.

If the number of participants is higher than what was initially ordered and confirmed, KDAB will bill the customer for the additional participants at the rate originally offered for the other participants. For participants added later than one week before the training, KDAB cannot guarantee the availability of printed training materials, where they are to be supplied, during the training but will them available as soon as possible. A reduction in the number of additional training participants later than one week before the training does 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. Any attempt to record the training course in part or full is strictly forbidden. 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.