## **TERMS & CONDITIONS**

Welcome to the ACADEMY3S- Academy for Distance Learning website ("the Site"), which is owned and operated by ACADEMY3S – Academy for Support Services Studies.

These terms and conditions are important. Please read them carefully. Terms and conditions are subject to change. Since you are bound by these Terms of Use, you should periodically refer to this web document to monitor changes.

Upon enrolling in a course with ACADEMY3S, you ("the Student") are entering a legal agreement under common law, in which you agree to abide by the conditions of enrolment (including meeting stated payments), in exchange for the service offered by ACADEMY3S in the delivery of the course. The terms and conditions are subject to the jurisdiction of the laws of India.

These Terms and Conditions form the agreement between ACADEMY3S and the Student. It is the Student's responsibility to fully read, understand and agree to all Enrolment Terms & Conditions, Privacy Statement and Fees & Charges upon enrolment. By agreeing to these Terms and Conditions and the Privacy Statement on the enrolment form, the Student confirms they possess a full understanding of all Terms & Conditions, and willingly accepts all such terms.

#### Disclaimer

Every attempt is made to ensure all information provided by ACADEMY3S is accurate, and that the Student has attained all competencies taught within a course, at the time of assessment.

Graduated students are responsible for their use and maintenance of acquired competencies. ACADEMY3S takes no responsibility for, and will not be liable, for any action or claim in connection with, or arising from any such information, instruction or advice, given by any student or ex-student. ACADEMY3S takes no responsibility for, and will not be liable for the Student's or ex-Student's interpretation and/or misuse of materials.

All information, text, material, graphics, software and advertisements on the Site ("Content") are protected by copyright and trademark laws.

No courses, course materials and study notes are to be republished, sold, loaned or copied, or used in any way outside the pursuit of studying the course by the enrolled Student without explicit permission granted in writing by the ACADEMY3S.

### Access and Use of the ACADEMY3S Website

Use of, and access to the ACADEMY3S website is conditional upon acceptance of and compliance with the following Terms of Use and the terms, conditions, notices and disclaimers contained in this document and elsewhere on the Site.

Your use of, and/or access to, the Site constitutes your agreement to the following:

As a condition of use of this website, you agree to not use the Site or its content and materials for any unlawful purpose, or in any ways prohibited by these Terms and Conditions. Academy for Support Services Studies gives no endorsement, accepts no responsibility for, and will not be liable for, any third-party links.

### **Age Restriction**

Enrollments will only be accepted for students 18 and over.

If you become aware of misuse of the Site by any person, please contact ACADEMY3S(<a href="mailto:support@academy3s.com">support@academy3s.com</a>) with your concerns.

# **Cancellation & Refund Policy**

### **Cancellation Policy**

Students wishing to cancel their enrolment must submit a request through email for withdrawal in writing within 3 days of the confirmation of enrolment.

It is recommended students contact ACADEMY3S within 24 hours of submitting a cancellation request to confirm receipt. ACADEMY3S accepts no responsibility for, and will not be liable for non-receipt of messages or transmissions.

### **Refund Policy**

ACADEMY3S offers a Refund Policy which is Fair and Equitable

Upon enrolling in a course with any educational institution a student is entering a legal agreement under common law, in which they agree to abide by the conditions of enrolment (including meeting stated payments), in exchange for the service offered by the institution in the delivery of the course.

Please note, changes in your circumstances are not the responsibility of ACADEMY3S and neither can ACADEMY3S be held liable for changes in your circumstances.

In a situation where a student wishes to cancel or change their enrolment, and as a measure of goodwill, ACADEMY3S will allow the following options. A student may only take up one of these options once.

Your completed online enrolment form acts as confirmation of acceptance, and commitment to, paying all fees as stated on the online enrolment form. Enrolments submitted electronically require a confirmation that the student has read and agreed to these Terms and Conditions, the Privacy Policy, and the Fees & Charges documentation online in order to submit and process the enrolment form. This action provides confirmation in lieu of a signature. In checking the appropriate box, the student fully accepts ACADEMY3S's Terms and Conditions.

Students are considered to have commenced their course from the date that course login details have been issued by ACADEMY3S.

Refunds may be granted in the event an application is submitted within 3 days of confirmation of enrolment. For a period of 3 days from enrolment, a refund will be processed based on the submitted request with proper justification of cancellation of enrolment.

If online course materials/notes have been accessed by the student. In such conditions, cancellation of any refund processes will not be applicable.

## **Privacy Policy**

ACADEMY3S is committed to protecting your privacy. We use the information we collect about you to maximize the services that we provide to you. We will get your permission before retaining any personal information about you.

ACADEMY3S newsletters are used to communicate important developments to ACADEMY3S students. It is recommended students remain subscribed to the student newsletter.

In accordance with our privacy policy, once a student is no longer active student records will be made inactive and deleted after such time. Students will be contacted prior to the deletion of records and will have the opportunity to remain active. Students will also be sent a transcript of the results if requested.

In order to best protect against cyber-attack, hacking, and unlawful accessing of sensitive and confidential student records, IT IS HEREBY AGREED that all such records shall be confidentially destroyed within fourteen (14) days of cessation of student enrolment and to remove any doubt, ACADEMY3S is irrevocably authorized to do so within such time frame.

### Security

ACADEMY3S maintains strict online security measures. This is to ensure that our business is managed in accordance with worldwide legal developments and to protect against cyber-attack, hacking, and unlawful access to confidential records.