



Registration and Cancellation Policies for Classroom Training

Registration:

A participant may register for a training course by completing the online registration or by contacting a regional training coordinator. Participants will be confirmed for attendance, depending on course and space availability, by the regional training coordinator. Registered participants will receive confirmation.

Rescheduling:

Participants have the option to reschedule attendance for the next available course, providing we receive notification at least 10 working days before the course begins.

Cancellation:

Participants will be responsible for a 50% cancellation fee if cancellation notice is received between 6 and 10 working days before the start of the course. Participants who cancel within 5 working days of the start of a course will be responsible for the full cost of the course. Any request for cancellations or rescheduling under promotional offers voids the promotion and participants will be subject to full price of the course.

Expertus reserves the right to cancel or reschedule courses at anytime. Expertus will provide advance cancellation notice and possible alternative dates when courses may be rescheduled. If Expertus cancels a course, participant's paid fee will be applied toward the rescheduled course. If rescheduling is not possible, Expertus will refund the participant 100% of the course fee.

Expertus is not responsible for any travel or accommodations expenses needed to attend a training course. In the event of a cancelled course, Expertus is not responsible for reimbursement of any travel or accommodation expenses.

Payment:

Participant must pay all invoices for training services and for reimbursable expenses within 30 days after the date of Expertus's invoice. Customers attending courses in the US must remit full payment prior to the start date of the course.

Terms and Conditions:

By registering online, participant is accepting the standard ExpertusONE Terms and Conditions for Training.