



GODFREY DATA CONSULTANCY LIMITED
TERMS AND CONDITIONS FOR PROVIDING IN-HOUSE TRAINING

In the following terms and conditions:

“The Company” means Godfrey Data Consultancy Limited

“The Client” means the organisation or individual that is in receipt of Company training services.

1. GUARANTEE OF QUALITY

Our Guarantee of Quality provides our clients the opportunity to attend the course of their choice on their own premises - and then pay only if 100% satisfied with the value of the course. If a client sends us a written notice of dissatisfaction with a course within 30 days of the course, the client will have the option of retaking the course at no charge; applying any prepaid tuition fees against another course attendance, or receiving a full refund of any course tuition paid and cancellation of any unpaid invoices for that course. If a client used a Training Voucher for the course, we will not count the attendance against the Training Voucher used. In such circumstances, all training materials and data sets must be returned to the Company.

2. COURSE TUITION FEE

The course tuition fee includes instruction; course materials; the use of laptop(s) and installed software provided for the duration of the course, and any datasets as appropriate to the course. If the venue is to be within 25 miles of the company premises, the course tuition fee will also cover overnight accommodation, meals, travel, or any other expenses that may be incurred by the Company trainer. The course tuition fee does not include overnight accommodation, meals, travel or any other expenses that may be incurred by our clients.

3. TRAINING VOUCHERS

- a. Training Vouchers are transferable and can be used to pay for the attendance of any qualified course participant.
- b. Training Vouchers cannot be used to attend more than the number of enrollments covered by that Training Voucher purchase or for courses which start more than 12 months after the start date of the first course attended under that Training Voucher Agreement.

4. FEES AND PAYMENT

- a. The course tuition fee is due and payable within thirty days after the issue of the invoice (in the case of Training Vouchers, the full fee for the Training Voucher purchase is due in advance).
- b. We do not impose any penalty if the client notifies us in writing of the need to cancel or reschedule an on-site course at least one month before the scheduled start date of the course, provided that no arrangement costs have been incurred.
- c. Any course cancelled or rescheduled by our client at least one month before the scheduled start of the course, and where arrangements costs have been incurred by the Company, will be subject to a cancellation/rescheduling fee which will be equal to the costs incurred.
- d. Any course cancelled by our client less than one month before the scheduled start of the course is subject to a cancellation fee which will be 20% of the quoted amount for the course.
- e. Any course cancelled by our client less than one week before the scheduled start of the course is subject to a cancellation fee which will be 50% of the quoted amount for the course.
- f. Any course rescheduled by our client less than one month before the scheduled start of the course is subject to a rescheduling fee which will be £100, or the arrangement costs incurred by the Company, whichever is the greater.
- g. VAT is chargeable at the standard rate.

5. SECURITY

The client agrees that all course participants will abide by security measures in effect at the course location.

6. COURSE RESOURCES

The course venue, and all furniture, equipment, and software will be provided by the client, and the quality of this provision will be the responsibility of the client. Clients are responsible for ensuring that equipment and software suitable for the conduct of the course is supplied in accordance with the course requirements. In instances where the progress of the course is affected by the quality or lack of supplied resources, the full course fee will continue to be payable.

7. COPYRIGHT/INTELLECTUAL PROPERTY

All copyrights, patents, designs and other intellectual property rights in or relating to any course materials provided or made available in connection with our courses remain the sole property of the Company. 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 the Company.

8. BOOKING CONFIRMATION

- a. Provisional bookings must be confirmed in writing with Purchase Order, where applicable, within 10 working days.
- b. All bookings must be confirmed in writing to the Company office. After your booking confirmation is received a legally binding contract is formed and these terms and conditions shall apply.
- c. Reduced charges apply to delegates booked on to the same event on the same date, and only where indicated. If you are given reduced charges for booking more than one person onto the same date and you later wish to transfer some of the delegates to another event, the fees will be recalculated and you will be asked to pay additional fees due as well as any administrative charge.
- d. Bookings received from companies outside the UK must be accompanied by a sterling bankers cheque for the full amount payable.

9. BOOKING SUBSTITUTION

- a. There will be no charge if a substitute person wishes to replace the original delegate. This can be done without notice, provided the prerequisites for the course are satisfied.
- b. In circumstances where additional delegates arrive for any training course without notice, the Company reserves the right to refuse their admission to the training session. If accepted, the full charge for additional delegates will be payable, even if course materials are not available for them.
- c. In circumstances where one or more registered delegates fail to take part without notice, the charge for that delegate will be withdrawn, but an administrative charge will be payable to cover the preparation of course materials.

10. AMENDMENT OF COURSE MATERIAL

- a. The Company's courses are constantly updated and improved and the Company reserves the right to alter any of the courses' content without prior notice.
- b. The Company reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date or a full refund.

11. COURSE PREREQUISITES

Clients are responsible for ensuring that the backgrounds of delegates are suitable for the training course that they are attending. The Clients are also responsible for ensuring that the spread of prior experience and/or skill base amongst delegates attending at the same time is not such that any of the delegates are disadvantaged by the presence of any other delegate. The Company will not be liable for any refund or reduction in fees in the case where delegates do not meet the course prerequisites, or where the pace of delivery is affected by antagonistic demands of delegates.

12. GENERAL

These terms and conditions set out above represent a statement of the agreement between the parties and supersede all prior discussions, correspondence and representations. Our brochures and advertisements are for information purposes only and are not intended to form any agreement between the Company and the recipient. These terms and conditions are subject to change without notice and changes will apply to any courses arranged after

the date of the change. These terms and conditions may not be varied except in a written agreement signed by an officer of the Company. The Company's acceptance of a purchase order containing different terms and conditions does not modify or supersede these terms and conditions. This agreement will be governed by British law.

The Company limits the provision of its educational services to employees of corporations, partnerships, and government organisations who are sponsored by their respective organizations. This agreement is between the Company and the employer.