

# Public Training Course Terms and Conditions

## 1. Booking Conditions and Information

Course registration must be received in writing or by electronic mail before a booking will be confirmed. Failure to pay the course fees when due will reverse any booking confirmation and the place(s) may be re-allocated to other clients.

Essential information and course instructions will be sent to the delegate(s) on receipt of registration.

Any necessary travel and accommodation arrangements are the responsibility of the delegate(s).

## 2. Payment

Payment of the full fees becomes due 14 days prior to commencement of the course, or upon booking, whichever is the latter. Failure to pay the fees in advance of the course will remove the right of the delegate(s) to attend.

## 3. Fees

The course fees cover tuition, supplied course materials, buffet lunch and refreshments throughout the day. All Michell Computing training courses are subject to VAT at the current rate. Travel, accommodation, laptop provision and other incurred expenses are not included in the price of the course.

## 4. Equipment

Clients are encouraged to provide their own laptops to enable installation of the provided software and data during the course sessions. This is the preferred in order to obtain the full benefit from the training sessions. Michell Computing can optionally provide a limited number of machines, at £30+VAT per day, for those unable to provide their own. This service will operate on a first-come first-served basis.

Machines used for the courses should be loaded with Windows XP or later version of Microsoft Windows. Delegate(s) will need to have the rights to install software and copy data on to their machine(s). If the client has any uncertainty, Michell Computing can advise the client as to the suitability of their specific machines.

## 5. Cancellation

The client may cancel their booking up to 14 days before the commencement of the course with full refund of any fees paid. After 14 days prior to the commencement of the course, fees cease to be refundable.

Michell Computing reserves the right to cancel or re-schedule a public course and in these situations every effort will be made to accommodate delegates on alternative dates for the course or otherwise refund all payments in full.

## 6. Special Requirements

Michell Computing will make every effort to accommodate special requirements that have been notified in advance on the booking form.

## 7. Liability and Insurance

Whilst every reasonable effort has been taken by Michell Computing to ensure the integrity of the software and data supplied to the delegates during the course, Michell Computing accepts no liability for any consequential loss or damage to client systems. The responsibility for the security and stability of the client's machine set-up rests entirely with the client.

## 8. Copyright

Michell Computing acknowledges the intellectual property rights of all copyright holders, and only distributes such materials to clients where an explicit licence exists to allow such redistribution. Some course materials are the sole intellectual property of Michell Computing but they are also supplied to clients with an express licence permitting their reuse after the course sessions.

All information provided by Michell Computing is supplied in good faith and Michell Computing will not be held responsible for actions taken by the client, any other individual/organisation as a result of the information provided during the conduct of training course.