

## **General Terms and Conditions for Training Events Conducted by Fast Lane Institute for Knowledge Transfer**

(as of July 2018)

### **1. Registration**

1.1. Registrations can be submitted online via our webstore or via Email to office@stage2l.com. You reach us via phone under +43 (0)720 515 786.

1.2. You will receive written confirmation of registration from us with detailed information on the course for which you have registered (venue, date, and time of events) no later than 14 days prior to the start of the course.

1.3 We reserve the right to cancel the course no later than 14 days prior to its start if the number of confirmed registrations is insufficient.

### **2. Fees**

All fees are net fees, that is, they are subject to value-added tax or any other applicable national taxes of the country in which the course is conducted. Our current list of fees is valid; upon publication of a new fee list, these new fees are valid. The tuition fees for courses conducted at our facilities cover the use of training systems, beverages and/or lunch, and student kits.

### **3. Cancellations**

3.1. Cancellations must be submitted to us in hardcopy and/or electronic form.

3.2. We will not invoice cancellation charges if we receive notice of cancellation 14 days/for onsite classes 21 days prior to course start. Thereafter we will invoice the full course fee. You are free to name a replacement rather than cancel attendance altogether.

3.3. In the event that we cancel a course because of force majeure or other unforeseeable circumstances (for example, in case of accident or illness of the instructor) the liability of Stage2Learning GmbH is limited to the refunding of course fees to participants who have arrived at the training location. The Company is not liable for any travel and lodging expenses.

3.4. If a participant fails to attend the registered date due to illness, a new date for the same subject matter will be scheduled. A cancellation charge will not be levied in this case. The invoice will be issued for the original date and is payable as per agreed terms of payment.

### **4. Change of Registration**

For any changes up to 14 days prior to course start there will be no fee. Thereafter we will charge a changing fee of Euro 30,- excl. VAT, which will be waived if the new date is confirmed immediately. This new date can not be changed or cancelled anymore. Any new changes we will invoice the full course fee and the changing fee.

## **5. Terms of Payment**

The quoted prices are subject to statutory sales tax and are payable immediately without deductions on receipt of invoice. We accept payment by bank transfer only, which means no payment by cheque or credit card.

## **6. Warranty**

Stage2Learning offers you the highest quality training in the field of high-end networking. If you are not fully satisfied during the first day of training, simply let your coach know and return the unused course documents. You will be refunded the course fees in full.

## **7. Copyrights**

All rights reserved, including the rights to translate, reprint, and copy training documents and parts thereof. Processing, copying, distributing, or public rendering of training documents in whole or in part in any form or by any means electronic, mechanical, photocopying, microfiche, recording or otherwise without our prior written consent is prohibited. This applies in particular to use of these materials for training purposes.

## **8. Liability**

Any liability for claims against Stage2Learning GmbH or its vicarious agents, in particular, claims of compensation for consequential damages, irrespective of legal foundation, such as business interruption or stoppage, loss of earnings or profits, data loss, and so forth, are excluded. Stage2Learning GmbH is not liable for any belongings that the customer brings to a course.

## **9. Privacy**

The customer agrees to the processing of his data solely for the purpose of which it is appointed to serve.