

Terms & Conditions

Subscription

Subscription is only possible by submitting the subscription form. The form should be received at least four weeks prior to the start of the course. By submitting the subscription form, you agree to the Aia Software terms and conditions.

Confirmation

On receipt of the subscription form, Aia will send a confirmation. Aia will notify you immediately when a course is booked.

Payment

Payment should be made to the Aia Software bank account, which you can find on the invoice, within fourteen days from the invoice date or at least prior to the start of the training course.

Aia is authorized to refuse attendance in the case that the invoice has not been fully paid on time.

Group size

Because too many participants reduce the effectiveness of the course, a maximum number of participants per training course is stated. Aia will provide alternative dates should the course be fully booked.

A minimum of three participants is required per training course. Aia Software is entitled to cancel the training course if there are insufficient registrations.

Course prices

Training course prices are communicated in Euros. Prices exclude VAT and include course materials, refreshments, and lunch. If the training course takes place at a client location, travel and accommodation costs will be added.

Course materials

Course materials are provided per registered participant. Additional material can be purchased on request. This price depends on the amount of materials and will differ per training course.

Absence

Prior notification of absence is required.

Cancellation or postponement

Written notification (e-mail or letter) of cancellation or postponement is required. Cancellation fees are listed below.

<i>Day of cancellation (days before the start of the course)</i>	<i>Cancellation fee (% of the course price)</i>	<i>Costs for postponement (% of the course price)</i>
15 or more	15	No costs
Less than 15	50	25
After start	100	50

Participants can be replaced, provided that Aia Software is informed before the start of the course. This is free of charge.

Changes and cancellation

Aia Software is entitled to change the course schedule or course times, without statement of reasons. Aia will do all that is possible to make sure that the courses can take place in accordance with the course schedule. If a course is interrupted, Aia will do whatever possible to complete the course at a later time.

Aia cannot be held responsible for courses which are cancelled or interrupted by the client.

Copyright

Aia retains all intellectual and industrial owner's rights concerning documentation, study books, and course material supplied. It is strictly forbidden for participants to make copies of, lend, sell, or give away these materials.

Responsibility Aia

Aia is not responsible for the performance of participants after the course.

