

# Growing You, Your People and Your Business



## AMPLIA CONSULTING LTD

### Terms & Conditions

#### Prices

The prices quoted within this website are correct at the date of publication (that is the earliest workshop date published within it) and for 90 days thereafter. Amplia reserves the right to adjust these prices in order to meet their true cost outside this period.

The prices quoted are exclusive of VAT.

#### Discounts

Any discounts offered on Amplia workshops are exclusive. They cannot be combined. Except for company wide or pre-agreed discounts, the higher discount will always be applied. In the case of special offers these must be requested at time of booking, and will not automatically be applied.

#### Payment

The workshop fee must be paid at the time of booking. Amplia reserves the right to re-allocate the workshop place to another participant if fees are not cleared on time. Failure to receive the workshop fees in adherence with these terms means that Amplia reserves the right to request payment (including late charge) on the day of the workshop before admittance is granted.

#### Transfer

If a participant wishes to transfer a booking to a later workshop there will be an administrative charge of 25% of the workshop fee if it is within 6–20 working days of the original workshop date, or a charge of 40% of the workshop fee if it is within 5 working days of the original workshop date. If that transfer is then cancelled and/or the participant fails to attend, the full workshop fee remains payable. If a second transfer is requested this will be treated as a cancellation and the cancellation fee will be liable in addition to the new workshop fee. Only two transfers will be allowed per workshop.

#### Postponement

At times Amplia must change a workshop location, workshop date, or postpone a workshop. Amplia will try to give the customer as much advance notice as possible of any such change. If the customer is unable to attend a workshop at the revised location or date, Amplia will credit 100% of any prepaid workshop tuition fees paid against a future workshop or, if requested, refund those fees. However, Amplia will not be liable for any other costs incurred including (for example) travel charges, accommodation or any consequential damages even if Amplia was advised of them.

#### Cancellation

All cancellations to bookings must be made 20 working days prior to the start of a workshop. If a booking is cancelled within 1–15 working days or if the participant fails to attend the workshop, the full workshop fee must be paid immediately. If the workshop is cancelled between 15–20 working days a cancellation fee of 50% will be payable.

## **Cancellation by Amplia**

Amplia reserves the right to cancel a workshop at any time without liability. Amplia will not be liable for any other costs incurred including (for example) travel charges, accommodation or any consequential damages even if Amplia was advised of them. In these circumstances, participants will be offered an alternative workshop date, a credit note or a full refund for the cost of the workshop only.

## **Workshop Training Materials**

Amplia's workshops are constantly updated and enhanced and Amplia reserves the right to alter any of the workshops' content without prior notice.

Amplia will retain title and ownership of all training materials. Reproduction of these materials is not permitted without Amplia's permission.

The materials for Amplia workshops cannot be relied upon for legal interpretation. Neither Amplia nor its employees, trainers or consultants can accept responsibility for participants' actions, or those of other people reading the workshop notes or interpreting the training in litigation, or responsibility for any loss incurred as a result of relying on the training or the training notes.

## **Disabilities**

We are committed to assisting workshop participants with disabilities. Upon written request from a participant or his/her employer, at least 20 days before the start of the workshop, Amplia will provide a participant who is disabled an additional seat in the classroom and an additional set of workshop materials for an auxiliary aide and/or a copy of the workshop notes in computer-readable format at no additional cost. The employer of the participant, or the participant him/herself, is responsible for all other costs of any necessary accommodation, including auxiliary aides.

## **Security**

All workshop participants will abide by security measures in effect at the workshop location.

## **Confidentiality**

Amplia will keep confidential all information of a confidential nature relating to the participant and the participant's business. Amplia will not disclose or make any use of such confidential information without the prior consent of the participant. Information not covered by this Confidentiality paragraph includes information: (i) which is in the public domain; (ii) which is in Amplia's possession prior to the date workshop booking and (iii) which Amplia obtains from a third party after the date workshop booking, which is not under any contractual restriction against use or disclosure.

## **Governing Law and Jurisdiction**

These terms and conditions shall be governed by the laws of England and Wales and the parties agree to submit to the exclusive jurisdiction of the English and Welsh courts.