



10/07/2006

TRAINING GENERAL CONDITIONS

Calendar and dates:

Twice a year a new calendar for the spring and autumn training sessions is brought out by WPMS bvba. On request by the client, the calendar will be send to him by mail or electronic mail.

WPMS reserves the right to cancel a training session, to change the dates, the programme or the location if, in spite of all efforts, WPMS is forced to by the circumstances.

If a great interest is shown in a specific training session, extra training sessions will be organized.

Number of participants:

To guarantee sufficient interactivity between the trainer and the participants and to increase the surplus value of the training, the number of participants for a training session is limited to 20 persons.

Trainers:

Training sessions are given by authorities in the treated subjects with many years of practical experience in the domain of competence. On demand, by your offer request, you can receive the CV of the trainer for that specific training subject.

Language:

In general the international project jargon is English. For this reason texts and slides of the training sessions are in the English language. The training session itself can be in Dutch, French, English, German or Spanish. Depending on the client's request and availability of the appropriate trainer.

Documentation:

All participants receive a hard copy of the presentation during the training session. This hard copy can be used as reference book afterwards.

Location:

The training sessions will be given in our training facilities or can be given at a specified location by the client. When specified by the client, all necessary presentation tools like projector, presentation screen, ... and catering will be foreseen by the client and at her own expense.

Participation fee:

See calendar, to be received on request.

Prices include hard copy of presentation and catering (coffee, soft drinks and sandwiches), but don't include 21% TAV (not applicable for nonBelgian companies).

Payment:

A confirmation and invoice will be sent after the receipt of the client's subscription. The invoice has to be paid at last one day before the start of the training session. Invoices, subject to conflicting statement on the invoice, are cash payable. By nonpayment, invoices will be increased without proof of default by a legal 10 percent delay interest per year as well as a fixed 10 percent extra cost with a minimum of 150,00 €

Cancellation:

Cancellation of the subscription can only be done in writing until 15 days before the start of the training session at payment of 75,00 €administration costs. By invalid cancellation, nonattendance during the training session can't give occasion for reimbursement afterwards. If you are unable to come, a colleague can take your place, without extra costs.

By cancellation of a training session by WPMS, all registered participants will receive a credit note for the sent invoice and the subscription payments will be completely refunded. Cancellation by WPMS or a booked up training session doesn't give the right to the registered participants to recover from WPMS.

Acceptance of General Conditions:

A written subscription for a training session means that the general conditions are read and accepted by the client.

Legality:

All disputes fall under the authority and jurisdiction of the Belgian law and can only be dealt by the Courts of Antwerp in Belgium.