

## General Terms and Conditions

These terms and conditions are valid for all Westerdijk Institute course events. When you register for one of our courses you agree to be bound by the terms and conditions mentioned below. All registrants must read and complete the terms and conditions.

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### Registration

Registration is required two weeks in advance of the start date of the course and will be considered on a first come, first served basis. However, there are occasions when we can accept late registrations. If you would like to register for a course after the deadline, please contact us directly for availability. Registrations should be submitted via our website. Your registration is complete upon receipt of confirmation from us. You will receive a confirmation of your registration via e-mail.

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### Fee

It is Westerdijk Institute policy that all course fees be paid for in advance of the course event, by cash, bank transfer or credit card (MasterCard or Visa only). Details of payment methods will be included in your registration confirmation. We will give you access to the course when full payment has been made; however, if you choose to pay by bank transfer, your access will not be granted until your transfer has cleared. The fee shall cover the course registration and participation, and all other course content.

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### Cancellation

Cancellations without penalty must be sent at least one month prior to the commencement of the course. Cancellation after this date incurs the following penalties:

- Between 1 month and 2 weeks before course commencement – 50% refund
- Less than 2 weeks – no refund

Cancellations may be submitted by letter or e-mail and are considered accepted upon confirmation from us.

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### Course Cancellation

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INSTITUTE

Westerdijk Institute reserves the right to cancel a course due to insufficient enrollment or unforeseen events. Such decisions will be made at least one month before the scheduled course date. Westerdijk Institute will notify registrants via email and will make every effort to avoid cancellations. In case of cancellation you will have the choice of registering for the next course date or receiving a refund for the full course fee.

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## **Copyright and Proprietary Property**

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We will provide to you a Lab Manual and other material, which are copyrighted proprietary property of Westerdijk Institute. You may also receive additional materials that are the copyrighted proprietary property of third parties. All copyrights relating to any course materials provided or made available by us or any other party remain the sole property of the holder of the copyright. Therefore, no part of any course materials may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or translated into any language, without our prior written consent.

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## **Limitation of Liability**

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Course attendees select and attend courses at their own risk. The Westerdijk Institute is happy to advise on the suitability of any individual course; however, Westerdijk Institute and its employees accept no responsibility for a course not meeting the user's requirements. The respective course will be carefully prepared and executed by Westerdijk Institute staff.

Westerdijk Institute has no liability to you whatsoever. The course is provided "as-is" without any warranties. Westerdijk Institute makes no warranties, express or implied, and Westerdijk Institute expressly disclaims any implied warranties of merchantability or fitness for a particular purpose. Westerdijk Institute liability for any losses or damages that arise out of the course or failure to perform the course, whether in contract, tort, or other form of action, shall not exceed the total fees paid to Westerdijk Institute for the course. In no event shall Westerdijk Institute be liable for any special, incidental, or consequential damages, including, but not limited to, lost profits, loss of goodwill, data loss, business disruption, or computer failure.