

TERMS AND CONDITIONS LABORELEC FOR TRAINING COURSES & TECHNICAL SEMINARS

Registration and confirmation

Registration takes place upon return of the registration form and subject to the payment of the registration fee. By sending the fully completed and signed registration form, you agree to attend the specified training course or technical seminar and to pay the course fees due. After registration, you will receive a confirmation e-mail. Two weeks prior to the start of the training course or seminar, you will receive an e-mail invitation containing further information about the training or seminar location and times. If the specified training course or seminar is fully booked, you will be notified of this immediately after receipt of the registration form and you will be offered an alternative.

Prices

The prices include the course materials, lunch, coffee and tea, and the package costs (not including the costs of any overnight accommodation). Invoicing is done two to three weeks prior to the first day of the course.

Cancellation by the participant

Any cancellation must always be in writing. The date of receipt of the written cancellation by Laborelec is considered as the cancellation date. In the event of cancellation up to three weeks prior to the start of the training course, we will charge a € 300 (excl. VAT) fee to cover the administration costs. In the event of a cancellation within three weeks prior to the first day of the course, we will charge the full registration fee. You can always be replaced by another person free of charge, provided that the notification is done from the first day and within the terms and conditions applicable to the training.

Changes or cancellation by Laborelec

Laborelec reserves the right to change the training or seminar program without stating a reason. Laborelec strives to provide the courses or organize the seminars in accordance with the program, but does not accept liability in the event that a course or seminar does not go ahead or is interrupted due to any circumstances. Of course Laborelec will make every reasonable effort to complete the course or provide the course at a later date.

Absence during training

Missed course or seminar days, up to a maximum of 30% of the total number of course or seminar days, can be caught up in the same or the following calendar year, provided that the relevant course or seminar takes place again and the maximum number of participants is not exceeded.

Data recording

The participant's information is recorded and used by Laborelec to inform the participant about the courses or seminars offered by Laborelec and to compile a list of participants for the students. If the participant does not wish to receive updates, they can notify Laborelec of this in writing.

Intellectual property

The participants of the course or seminar will receive course materials intended solely for the purposes of their own studies. The course or seminar materials may not be reproduced. All intellectual property rights of the course or seminar materials belongs exclusively to Laborelec.

Complaints

Dealing with complaints is an integral part of our company philosophy. Complaints can be sent by e-mail to info@laborelec.com or by post to: Laborelec, Rodestraat 125, 1630 Linkebeek, Belgium. Please clearly indicate your name, address and telephone number. The complaint will be logged and dealt with, for the part of our service to which the complaint relates, by the responsible employee. Confirmation of receipt will be sent out within two working days of receipt of the complaint. The complaint will be dealt with within four weeks of receipt.