

Standard Terms and Conditions – Geospatial Leadership Certificate Course

1. Definitions

“Agreement”	Means these General Terms and Conditions, the Registration Form as accepted by the Company and any other documentation supplementary to, or pertaining to, the Course as set out by the Company in its training prospectus;
“Attendee”	Means the person nominated by the Customer on the Registration Form;
“Company”	Means ConsultingWhere Limited, Company Number 6470449, whose registered address is Hardy House, Northbridge Road, Berkhamsted, Herts, HP4 1EF, United Kingdom;
“Course”	Means the Geospatial Leadership Certificate (GLC) training course set out by the Company in its course prospectus;
“Course Fee”	Means the charges for the Course as advised to the Customer;
“Customer”	Means the individual or organisation booking the Course on behalf of the Attendees and named as such on the Registration Form;
“Module”	Means one component of the Course. As set out in the prospectus;
“Registration Form”	Means the Company’s form as completed by the Customer.

2. Registration

No application to attend a Course will be considered for acceptance by the Company unless a Registration Form is completed by the Customer. For applications to be accepted they must be confirmed in writing by the Company.

3. Course Fee

- 3.1 The Course Fee is due and payable no later than ten business days before the commencement of the Course. If a Registration Form is submitted within ten business days of the commencement of the Course then payment will be due immediately upon acceptance by the Company of the registration.
- 3.2 The Course Fee is exclusive of any Value Added Tax which will be payable by the Customer in addition to the Course Fee.
- 3.3 The Course Fee includes such documentation as is appropriate to the Course. Any other expenses incurred by the Attendees are not included in the Course Fee.
- 3.4 The Course Fee does not include equipment needed by the Attendee for the Course. This includes computer equipment and access to the internet to be able to participate in e-learning. ConsultingWhere will provide guidance on how to access the e-learning material but accept no responsibility for satisfactory access.

4. Cancellation and Substitution by Customer

- 4.1 The Customer may cancel their registration by providing the Company with a written notice of cancellation a minimum of ten (10) business days before commencement of the Course. If written notice of cancellation is not received within ten (10) business days, then the full Course Fee will be chargeable.
- 4.2 The Customer may, with the Company's written agreement, substitute an alternative Attendee before the Course begins. There will no charge for the substitution.

5. Course cancellation or rearrangement

- 5.1 The Company reserves the right to cancel Courses or rearrange Course dates and times. The Company will endeavour at all times to give the Customer as much advance notice as possible of any change. In the event of a cancellation before the Course begins, or if the Course cannot be rearranged to the satisfaction of the Customer, then the Company will provide a full refund of the Course Fees.
- 5.2 The Company reserves the right to modify dates and times for any Module, or any Module component. The Company will endeavour at all times to give the Customer as much advance notice as possible of any change.
- 5.3 The Company will not be liable for any other costs incurred in the cancellation or rearrangement of Courses or Modules.

6. Special needs

The Company will endeavour to accommodate any special needs of the Attendees provided that these are notified to the Company on the Registration Form and the Company considers that it is both reasonable and practical to provide for these special needs.

7. Copyright and Intellectual Property Rights

All copyrights and other intellectual property rights relating to any Course material provided in connection with the Course remain the sole property of the Company. No part of any Course material may be copied or translated in any form without the prior approval in writing of the Company. The company does not assert copyright for third-party materials referenced in the Course.

8. Warranty

The Company will use reasonable endeavours to ensure that the Course is presented with reasonable skill and care.

9. Liability

- 9.1 Our total liability under this Agreement shall in no event exceed 100% of the Course Fee paid by the Customer to the Company for the provision of the Course, save in respect of liability for death or personal injury, for which the Company does not seek to exclude or limit its liability.
- 9.2 In no event shall the Company be liable to the Customer for any indirect, special, consequential, exemplary or incidental losses or damages or for any lost profits, revenues, contracts or anticipated savings arising out of, or related to, this Agreement, in delivering this Course.

9.3 The Customer shall indemnify and hold harmless the Company, its directors, officers, agents and employees against all claims arising from any breach of the Customer's obligations under this Agreement.

10. General

10.1 These General Terms and Conditions shall apply to the Agreement and supersede all prior discussions, correspondence and presentations.

10.2 These General Terms and Conditions may not be varied except by the written agreement of the Company.

10.3 The Company reserves the right to amend the content of any Course without notice to the Customer where it is considered by the Company that this does not fundamentally alter the content of the Course.

10.4 Neither the Company nor the Customer shall be in breach of their respective obligations if such failure results from circumstances that are beyond the defaulting party's reasonable control. The Company and the Customer agree to give written notice forthwith to the other on becoming aware of an event of force majeure, such notice to contain details of the circumstances giving rise to that event and its expected duration.

11. Law

The Agreement shall be governed by and interpreted in accordance with the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.