

TRAINING AND CONFERENCES

Business Terms and Conditions

1.1 One Education Limited ("One Education" or "Company") provides training, conferences and events. You are able to book places for these events on the Company's website, fax, e-mail or by telephone. Submission of a booking constitutes an offer to purchase a place on the relevant training or conference event.

1.2 When you submit a booking, we will send an email confirming receipt of your booking request. This communication is for information purposes only and does not constitute our acceptance of your booking. We will be deemed to have accepted your booking when we issue our invoice for the relevant training or conference event, at which point a binding contract shall be formed between us. If your booking cannot be accepted for any reason, we will notify you.

1.3 Invoices are payable within 30 days and, in any event, prior to the training or conference date.

1.4 If you are not able to attend, substitutions for any training or conference event are welcome at anytime. There will be no additional charge for delegate name changes. In addition, you are entitled to change your booking to a later date, provided the same course is being delivered later in the year.

1.5 If you wish to cancel your attendance at any training or conference event, this must be submitted in writing 28 days before the event date. The cancellation is acceptable by email, fax or letter. We will process a full refund on this basis provided the 28 day notice is given. If you confirm your booking within 28 days of the relevant training or conference date, then no cancellation period shall apply.

1.6 Cancellations received within 28 days of the training or conference event date cannot be refunded, however we would welcome a substitution on the same course or event at no extra cost as noted at Clause 1.4.

1.7 Non-attendance for any training or conference event is deemed to be a cancellation with no notice and therefore full payment is due.

1.8 If you have booked on a free training or conference event there shall be no charge for your attendance and no applicable refunds.

1.9 We reserve the right to modify or revise the content for a relevant training or conference event without notice.

1.10 No written content or material provided at training or conference events shall be reproduced without our prior consent.

1.11 Discounts for training, conferences or events shall be applied to customers of the Company who already have an active service level agreement at the date of the booking.

1.12 One Education Limited does not accept any liability relating to the venue operator for the training, conference or event and provision of its relevant services.