

Terms and Conditions

For open enrolment seminars

Registration

Registration for Web Shield Academy seminars is made via our website:

<http://webshieldltd.com/events/certified-high-risk-underwriter-wsa>

Seminar fees

The fee is indicated for each individual seminar on the registration page, it varies depending on the seminar, signed-up packaging and is subject to VAT (Some organizations may be able to reclaim tax paid).

Standard fees are:

Standard Rate:	1,650.00 EUR + VAT per delegate
Customer Rate:	1,150.00 EUR + VAT per delegate

The Seminar fee includes seminar attendee, the seminar materials, lunch on each days and networking dinner (it does not include travel and accommodation costs).

"Early Bird" Rates

All our seminars have an 'Early Bird' offer: if you register for the seminar at least twelve weeks before the seminar date, you will benefit from a minimum of 20% discounted seminar rate.

Registration/ Seminar confirmation

You will receive seminar/registration confirmation a maximum of four weeks before the seminar date. Along with this confirmation, you will receive the definitive agenda and details of the seminar location.



Cancellation policy

Cancellation by the participant

- You may transfer your registration to another participant by communicating this in writing to Web Shield Academy prior to the seminar date.
- All cancellations received in writing at least six weeks before the seminar date will not be subject to a cancellation fee.
- All cancellations received in writing less than six weeks before the seminar date will be charged 75% of the seminar fee.
- No-shows will be charged at 100% of the seminar fee.

Cancellation by Web Shield Academy

Web Shield Academy reserves the right to cancel any seminar six weeks prior to the published date of the seminar. The Academy will not be liable for any losses that may be incurred from such a cancellation, such as travel or accommodation bookings/tickets. With this in mind, you are advised not to buy non-refundable airline tickets or book non-refundable accommodation until you receive the seminar confirmation.

Certificate of participation

All participants receive a signed certificate upon completion of an Academy open seminar.

Dress code

Business casual is appropriate for all seminars, unless otherwise specified.

Language

All seminars and material are in English, unless otherwise specified.



Billing

Participants get the invoice three weeks at the beginning of the course. Payment should be due 10 days from the date of the invoice.

Data protection

Web Shield respects privacy. For the purposes of organizing seminars, including the preparation of participant lists, booking meeting rooms, providing training materials, preparation of certificates and invoicing, Web Shield needs to collect a minimum scope of personal data, such as: ICA, name of each participant, company, address of the company, email address and telephone. Web Shield maintains appropriate administrative, technical and physical safeguards to protect personal data against accidental or unlawful destruction, accidental loss, unauthorized alteration, unauthorized disclosure or access, misuse, and any other unlawful form of processing of personal data. Participants have the right to receive information about their personal data stored by Web Shield and to access and rectify their personal data by contacting us at academy@webshieldltd.com. By registering for Web Shield Academy seminars, participants give us permission to collect and process personal data within the scope and for the purposes described above.

Intellectual property rights

Web Shield Ltd. retains all rights and intellectual property in the contents of the seminars and in the seminar manuals and hand-outs. Unless otherwise stated, all names, designs, logos, titles, text, images, audio, video, software, data or other content included in the seminars are protected by copyright and other intellectual property rights belonging to Web Shield Academy, its affiliates and licensors, and all such rights are hereby asserted and reserved.

