

# General conditions for courses led by Synerity AB

# **Booking of courses**

Course booking is done via a web form on our website. After booking, you will receive an e-mail with all the information you need before the course, such as time, location, etc.

#### **Cancellations and changes**

Since the course is considered to have started when we send out the course material, the course booking is binding, i.e. cannot be cancelled. The participant can, however, change the date according to our terms and conditions, or alternatively change participants at the time of the course.

The buyer guarantees payment of the course fee in the event that the participant does not come to the course or cancels late:

In case of late cancellation	Fee
0–10 work days	Full amount
More than 10 work days	1000 SEK

Exchange of course participants within the same company by the buyer is permitted without charge. In the event that the buyer intends to move a course participant from one course to another, the following prices apply:

In case of changing participant	Fee
0–10 work days	1000 SEK
More than 10 work days	No fee

### **Payment terms**

All prices are in Swedish kronor. Course fee and any certification fee are invoiced in connection with course booking. The course fee includes course documentation, lunch, and morning and afternoon coffee. Unless otherwise stated, the buyer is liable for payment within 30 days from the invoice date. Any invoice complaint must be submitted to Synerity with a written explanation within 14 days of the invoice date. VAT is added.

If the buyer does not fulfill its obligations regarding payment, Synerity is entitled to interest on the claim and compensation for costs in connection with obtaining full payment.

# **Rules for canceled courses**

Unless otherwise stated, courses are started according to the current course program from Synerity. Booked course participants will be notified no later than 10 working days before the course in question is to start if the course will be cancelled, the exception being however when the course is canceled in an emergency that is beyond Synerity's control. The buyer is entitled to a full refund of paid course fees but is not entitled to other compensation for costs or damage incurred by the canceled course. Synerity reserves the right to change course dates or cancel planned courses if there are too few bookings.



# **Eligible for course**

Synerity has the right to deny participation to persons or organizations in courses that are deemed unsuitable for participation.

# Copyright ©

All reference materials and equipment provided during the conduct of the course are and remain the property of Synerity unless otherwise stated and may not be moved off the premises. Synerity has the copyright to the course documentation and it may not be copied, reproduced or transferred to third parties without written permission from Synerity.

# **Contact information**

If you have practical questions regarding the course or certification, please get in touch with: glenn.alverus@synerity.se

+ 46 76-866 77 78

If you have questions regarding invoicing, please contact: thomas.rodin@synerity.se

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