Language Experts Terms and Conditions

- 1. Full payment must accompany the registration form and must be received at least fourteen (14) working days prior to the webinar start date.
- 2. You may cancel your webinar registration subject to the following conditions:
  - If notification is received in writing at the Language Experts office ten (10) working days or more before the commencement of the webinar, the webinar fees will be refunded less a 25% administration fee.
  - If notification is received in writing at the Language Experts office less than ten (10) working days before the commencement of the webinar, the webinar fees will be refunded less a 50% administration fee.
- 3. If you cancel five working days prior to, <u>on or after</u> the commencement date of the webinar, no refund will be made.
- 4. Language Experts reserve the right to cancel or postpone a program to an alternate date. All registered participants affected by a cancellation/postponement will be offered the opportunity to transfer to the next available program. Language Experts will not reschedule nor provide a refund in cases where on the day of the webinar, your technical equipment is not functional.
- 5. Participants must complete each individual webinar session to qualify for a **Certificate of Attendance for a small fee of \$45.00 per Certificate payable in advance.**
- 6. Fees include GST.

**Declaration:** I have read, understood and accept the webinar terms and conditions.