



NAFEMS Terms and Conditions for Public Training Courses

1. Customers are responsible for ensuring that the backgrounds of delegates are suitable for the training course that they are attending. We will, however, endeavour to provide guidance and advice if required.
2. Public courses will usually take place in a conference facility or similar.
3. Course fees include the cost of training notes, lunch and refreshments. Delegates should ensure that they provide us with as much notice as possible of any special dietary requirements, in order that we may make suitable arrangements.
4. Suitably qualified delegates may be substituted at any time prior to the start of the course.
5. Bookings are accepted upon condition that either full payment is received before the course commences, or that a valid purchase order is received from a company that has a credit agreement with us.
6. In the event of a delegate being unable to attend a course that they have booked upon then, NAFEMS will discuss the possibility of transferring to an alternative course. However, a suitable administration charge will be levied.
7. A refund of 50% of the course fees will be paid to delegates who cancel their booking and do not re-schedule to an alternative course, provided that the cancellation is received by NAFEMS at least four weeks in advance of the course. No refunds can be given for cancellations made after this time.
8. NAFEMS reserves the right to cancel the course, without liability, in which case all training fees will be refunded in full. However, NAFEMS cannot be held liable for any other expenses incurred by participants or their companies due to the cancellation.
9. The course material is copyrighted and provided for use by registered delegates only, and should not be copied, distributed or reproduced in any way unless prior permission has been granted by NAFEMS.
10. Please note that we are committed to continually improving our courses. We therefore reserve the right to make changes to the content, venue and speakers. On such occasions we will provide as much advance notice as possible.
11. Following successful completion of the course, certificates will be sent by post to all delegates.

N.B. These terms and conditions relate to training courses delivered physically in person. Different terms and conditions apply for virtual e-learning courses.

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NAFEMS

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THE INTERNATIONAL ASSOCIATION FOR THE ENGINEERING ANALYSIS COMMUNITY