

Training Courses: Terms & Conditions

Last modified on May 14, 2011

Thank you for enrolling for an InterProm USA open enrollment training course. With your online enrollment you automatically indicate that you have carefully read and agree with the terms and conditions below.

PAYMENT

Open Enrollment Training Courses

We must receive your payment upon confirmation of the training course. Payments can be made by credit card, check or money order in US Dollars only. Seats are not confirmed until payment is received. Allow for sufficient time when a Purchase Order is required to make the timely payment. If a class meets capacity prior to receipt of payment, you will immediately be informed and sent information on the next available class.

CANCELLATION AND SUBSTITUTIONS

Once payment is received, registration may be cancelled by giving us WRITTEN NOTICE at least 15 business days prior to start date of the training course. You will be issued a full refund, or a 12 months voucher for a future class of equal value. If you cancel without giving a written notice or you cancel within the 15 day window, InterProm USA will issue a 12 months voucher. This voucher does not include the exam fees for a future class.

You can substitute an alternate attendee at any time at no additional charge. The alternate attendee will need to meet applicable course prerequisites.

REIMBURSEMENTS AND REFUNDS

Course fees for web-based, self-paced training courses are non-refundable.

We reserve the right to postpone or reschedule an open enrollment training course up to 10 business days prior to the start date. In this case you will receive a full refund of the course fees. InterProm USA's liability is limited to course fee(s) only and cannot be held liable for compensation or reimbursement of costs, losses, penalties, or damages for travel, including airfare penalties, lodging, meals or other related expenses arising from such postponement or rescheduling.

No refunds will be made in case an enrolled participant fails to attend ("no-show").

All refunds are at the discretion of InterProm USA

Only the course fees will be refunded in case of an approved refund. An administration fee of 15% may be deducted from any refunds. Administration fees will always be deducted when requesting a refund, while you had indicated on the enrollment form that you were willing to travel and you declined attending a confirmed course in the US.

PREREQUISITES

Many training courses have prerequisites. Please refer to our website for further details and assure you comply with these prerequisites in order to attend the training course.

Thank you again. We look forward to having you in our class!