

## **Terms and Conditions**

The Student should expect that the Training Provider will have the necessary qualifications, experience and abilities to provide the services to the Student including professional training instructors, training manuals and evaluation forms.

### **Services Provided**

The Training Provider will provide the Student with information based on SAE JA1011, JA1012 and RCM2 Standards at the venue designated by the Training Provider; following the process outlined below:

- Students can register for a course by contacting the office for a registration form to be sent out by email or post. A purchase order form should be attached or arrangements for the full payment of the training indicated on the registration document. Students will be invoiced on receipt of the registration form and must make full payment by two weeks prior to the start of the course.
- Upon completion of a registration form, students agree to our terms and conditions regarding course fee payments and the cancellation policy. At this time an email confirming the Students place on the course, plus appropriate logistics information will be issued.

### **Cancellation Policy**

**In the event that the Student wishes to cancel training, that Student will be required to provide at least fourteen (14) days notice to the Training Provider before charges are incurred.**

Table of charges:

More than 2 weeks – No Charge

\* Less than 2 weeks notice – 10% of Course Fee

\* Less than 1 weeks notice – 50% of Course Fee

Non Attendance – Full Course Fee

\* Request to transfer attendance to another course date is at the discretion of the Training Provider.

The Training Provider reserves the right to cancel any course up to two weeks prior to the course commencing, in this instance as much notice will be given to registered students as possible and any course fees will be refunded in full. Any travel or accommodation costs cannot be reimbursed.

### **Fees**

For the services rendered by the Training Provider, the Student will provide a Fee to the Training Provider of a fixed amount for the course as per the terms below:

Invoices will be issued upon completion of registration form or 30 days prior to the course commencing, payment should be made at least two weeks prior to the start of the course.

Payment terms are 30 days from date of the invoice.

Payment options:

Cheque

Please make cheques payable to Rmada Limited. This can be sent to the office at:

RCM Training Programme  
171 Avon Road  
Devizes, Wiltshire  
SN10 1PY

Bank Transfer  
Rmada Ltd

Santander  
Sort Code: 09 06 66  
Account Number: 43702725

There will be no additional Fees due from the Student for course materials.

Ownership  
All training materials remain the copyright of Rmada Ltd.