

TERMS AND CONDITIONS – ONLINE COURSE MODULES (EDC)

These terms and conditions are premised on the fact that:

- a) Consepssys Limited (“Consepssys”, “Consultant”, “Contractor”, “Consultant Group”) is in the business of providing Document Control training courses, consultancy services and publications
- b) Client entity (“Client”, “Participant”, “Course Participant”, “Course Participants”, “Client Group”) desires Consepssys Limited to render such services to Client in accordance with the provision of these terms and conditions.

In consideration of the premises set out above and the mutual covenants and agreements set out below Client agrees as follows:

1. PURPOSE

1.1. These Terms and Conditions shall be the basic document controlling all online training course services rendered by Consepssys Limited to the enrolled Course Participant, for the duration of the Contract, and which shall be specifically applicable to and shall control each rendition of services requested by the Client and undertaken by Consepssys Limited, whether or not these terms and conditions are specifically referenced. To be effective, the relevant details of each such request and undertaking shall be set out in a separate document to be agreed by the Client in the form of a “Purchase Order”, or a “Request for Enrolment Form”, which describes the services to be rendered, the location(s) at which the services shall be performed, the duration and the rates of compensation.

1.2. These terms and conditions include any Purchase Order or Request for Enrolment Form attached to and incorporated into this Agreement for all purposes.

2. ENROLMENT AND PAYMENT

2.1. For each training session committed to Consepssys Limited, Client shall issue a Purchase Order in writing (or a Request for Enrolment Form, filled out by Client within the Consepssys online registration system), by electronic mail, setting out the particular requirements relating to that training course session.

2.2. Information provided by Client to Consepssys Limited shall be up-to-date, accurate and specific at the time of establishment of a given Purchase Order or of the online enrolment request. Client shall be solely responsible for providing clear, unequivocal instructions regarding invoicing and transmittal of any required documentation, in addition to, but not limited to any specific mention of cost centres, budget centres, and the use of any specific delivery address or addresses for Purchase Orders and Invoices. Client shall be solely responsible for providing clear, unequivocal procurement procedures, if any such procedures are required to be applied, at the time of establishment of a given Purchase Order. Consepssys Limited shall accept no responsibility and no liability incurred by the furnishing of obsolete, superseded, inaccurate and/or equivocal information, addresses, procedures and any other relevant information by Client.

2.3. Client agrees, upon signature and issuance of a Purchase Order (or by submitting a Request for Enrolment Form, filled within the Consepssys online registration system), to accept the content and details of the training course, as it is outlined on the current version of the relevant course brochure, at the time of issuance of the Purchase Order or of the online enrolment request. Each course provided by Consultant is unique, and many courses provided by Consultant are complementary with each other in their content and topic coverage. Client shall be solely responsible for undertaking due diligence in the query process to identify the course that is most relevant to the training requirements of Client’s Course Participant or Course Participants at the time of completion by Client of an online enrolment request or at the time of establishment of a Purchase Order. Client shall be solely responsible for reviewing course brochures, course catalogues, course outline information and course comparison tables to ensure that Client’s Course Participant or Course Participants register on the course that is most relevant to the training requirements of Client’s Course Participant or Course Participants at the time of completion by Client of an online enrolment request or at the time of establishment of a Purchase Order. Client shall be solely responsible for completing pre-requisite questionnaires made available by Consultant during the query process and during the procurement process. Consultant shall not be held liable for any failure of Client to go through course information material and for any failure of Client to select the course that is most appropriate and relevant to the training requirements of Client’s Course Participant or Course Participants of at the time of completion by Client of an online enrolment request or at the time of establishment of a Purchase Order.

2.4. Upon receipt of this signed Purchase Order (or receipt of the Request for Enrolment Form, filled out by Client within the Consepssys online registration system), and subject to availability, an electronic invoice will be sent to Client. If Client requires hard copies of purchase orders, invoices and/or statements of account, a fee covering courier and administration fees shall be charged to Client, for each expedition of a hard copy of a purchase order, an invoice and/or a statement of account. Course registration will be formally confirmed by email upon receipt of payment.

2.5. Consepssys Limited requires Purchase Order (or a Request for Enrolment Form, filled out by Client within the Consepssys online registration system) and full payment of course fees to be settled 20 days after issuance of invoice, at the latest.

2.6. Upon receipt of payment, Consepssys will confirm receipt of payment. Within 3 working days, Consepssys Limited will issue a Confirmation Notice to the Course Participants, including practical details to log into the e-learning platform. Working days are Monday to Friday 9am to 5pm (GMT).

2.7. In the event of course fees paid by instalment, enrolment can only be confirmed once full payment has been received. Full payment of course fees has to be settled 31 days prior to the start of the course session, at the latest.

2.8. The attention of Client is drawn to the fact that online course modules (e-learning) are delivered online only and do not require travel from course participants. Therefore Consepssys Limited will not arrange hotel accommodation, nor visa applications for Course Participants.

2.9. For e-learning sessions, the attention of Client is drawn to the fact that course material will be delivered in video format only, accessible through the e-learning platform only. No electronic or hardcopy of the course material will be delivered to the course participants.

2.10. Payments are to be made by direct (telegraphic) bank transfer or by credit/debit card or by Paypal. Instructions and bank details are provided on the issued invoice. Client shall specify one’s preferred method of payment.

2.11. Payment of tuition fees is due before the start of the course. No confirmation of enrolment will be sent before receipt of the full payment.

2.12. To the extent that Client is required by the law of any country where it operates to withhold compensation due to Consepssys Limited services to satisfy any obligation of Consepssys Limited for taxes due in such a country, Client shall give prior notice to Consepssys Limited of Client’s intention to withhold and shall notify Consepssys Limited promptly of the amount to be withheld and Client agrees to pay on a timely basis the amounts so withheld over to the applicable taxing authority, on behalf of Consepssys Limited, and to provide Consepssys Limited with any tax receipts (originals, if possible) or other reliable evidence of payment issued by the taxing authority.

2.13. Client shall gross-up the payments to Consepssys Limited such that Consepssys Limited will be in the same position as if the locally applied withholding tax had not been applied. In such circumstances, Consepssys Limited will issue Client invoices which will be grossed-up to include any locally applied withholding tax. Client agrees to pay on Consepssys Limited’s behalf any such withholding taxes assessed.

2.14. Consepssys Limited reserves the right to charge late payment interests. Invoices and/or statements of account resulting from due interests will be issued electronically only, with an administration fee per issuance. Late Payment Interests will be charged at 8% plus the Bank of England official rate, and will incur an additional £20 monthly administration fee for every month where a statement of account has to be issued to Client. Invoices and Statements of Accounts shall be issued electronically only. If Client requires hard copies of purchase orders, invoices and/or statements of account, a fee covering courier and administration fees shall be charged to Client, for each expedition of a hard copy of a purchase order, an invoice and/or a statement of account

2.15. Consepssys Limited accepts no responsibility and no liability for consequences related the absenteeism or defection of a Course Participant. No fees shall be reimbursed in case of absenteeism or defection of a Course Participant.

2.16. Access is allocated personally to Course Participant for an initial period of 30 days, renewable once. Access rights are personal and private, and Course Participant shall not share their credentials or course files with anybody. In case of activities on the online platform suggesting the sharing of credentials with third parties, Consepssys Limited reserves the right to remove access rights from Course Participant.

3. TRANSFERS, SUBSTITUTIONS, CANCELLATIONS AND REFUNDS

3.1. Course enrolment to online modules are non-cancellable and non-refundable once the enrolment confirmation has been sent.

3.2. Consepssys Limited reserves the right to postpone a training session for force majeure reasons.

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4. CERTIFICATE OF COMPLETION

- 4.1. A Certificate of Completion is issued to each Course Participant upon completion of the online course, and mentions the name of the Course Participant as well as the title of the online course module.
- 4.2. The Certificate of Completion can be downloaded by the Course Participant, from the online course platform, after completion of all sections and tests.
- 4.3. The issuance of certificates is conditional on the attendance of all sessions, and on due diligence in the completion of all tutorials, workshops and tests.

5. LIMITATION OF LIABILITY AND RELEASE

- 5.1. To the maximum extent permitted by applicable law, neither Consepssys Limited, its suppliers, partners, affiliates or third-party service providers shall be liable to Client or any third party for any direct, indirect, incidental, special, exemplary, punitive or consequential damages, or any other form of damages in any manner arising out of or in connection with this Agreement, regardless of the form of action or the basis of the claim or whether or not Consepssys Limited has been advised of the possibility of such damages.
- 5.2. Consepssys Limited accepts no responsibility and no liability for any claims value greater than that of the relevant course fee.

6. INTELLECTUAL PROPERTY

- 6.1. All electronic and physical print-outs of course material and their contents, relating to training courses developed by and delivered by Consepssys Limited, whether fully or partially completed shall be the sole property of Consepssys Limited and the copyright for the same shall be vested in Consepssys Limited. All rights reserved, including all copyrights and all other intellectual property rights in the contents hereof.
- 6.2. All electronic and physical print-outs of course material and their contents, relating to training courses developed by and delivered by Consepssys Limited, whether fully or partially completed are not to be copied, reproduced, printed, published, posted, displayed, incorporated, stored in or scanned into a retrieval system or database, transmitted, broadcast, bartered or sold, in whole or in part without the prior express written permission of the sole author, who is, Consepssys Limited. Unauthorised duplication is strictly prohibited and is an infringement of National and International Copyright laws.
- 6.3. The terms of the Agreement pertaining to Intellectual Property rights shall survive the expiration or any termination of this Agreement.

7. CONVENANT NOT TO COMPETE

- 7.1. In consideration of the provisions of this Agreement, Client shall not, for a period of five (5) years immediately following the issuance of the latest Purchase Order (or Request for Enrolment Form, filled within the Consepssys online registration system):
- Compete with Consultant or its Successors or its Assigns. The term "not to compete" shall mean that the undersigned Client shall not directly or indirectly compete with Consultant by serving as an officer, owner, partner, director, agent, employee or consultant to any firm or entity substantially engaged in a business similar or competitive to the business of Consultant anywhere in the World.
 - Directly or indirectly either on its own or through any agent, joint venture, subsidiary or independent contractor, at any time during the currency of this Agreement, own, manage, operate, participate in, consult with or work for any business which is engaged in the Business anywhere in the World.
 - Either alone or in conjunction with any other person, partnership or business, directly or indirectly either on its own or through any agent, joint venture, subsidiary or independent contractor, at any time during the currency of this Agreement, call upon any of the customers of Consultant or its affiliates or successors.
- 7.2. The terms, conditions, and covenants hereof shall extend to, be binding upon, and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.

8. DISCLOSURE OF COMMERCIAL RELATIONSHIP

- 8.1. By signing and issuing the Purchase Order, and/or submitting a Request for Enrolment Form and/or by attending any course session delivered by Consepssys Limited, Client agrees to allow Consepssys Limited to disclose the existence of a commercial relationship between Client and Consepssys Limited, unless otherwise specified by Client.

9. CONFIDENTIALITY OF DISCOUNTED FEES

- 9.1. Any discounted fees proposed by Consepssys Limited to Client shall not to be disclosed, directly or indirectly, to any third party.

10. DURATION

- 10.1. This Agreement shall become effective as of the date of signature of the Purchase Order (or of the Request for Enrolment filled out by Client within the Consepssys online registration system) and shall continue in effect thereafter unless either party terminates this Contract prior to the start of the training course session. Neither party shall, by the termination of this Contract, be relieved of its respective obligations and liabilities arising from or incident to services already performed or services already undertaken under Purchase Order(s) (or Request for Enrolment filled out by Client within the Consepssys online registration system) entered into pursuant to this Contract.
- 10.2. If a condition of "force majeure" is declared by Consepssys Limited, then Consepssys Limited may cancel the rendition of services pursuant to the affected Purchase Order (or the Request for Enrolment filled out by Client within the Consepssys online registration system), but not necessarily terminate this Contract, by written notice as defined in this Agreement.

11. SURVIVAL OF TERMS

- 11.1. Any provision of this Agreement which by its nature must survive the termination of this Agreement in order to give effect to its meaning shall survive such termination, including but not limited to the ownership, intellectual property rights and licensing provisions set forth in this Agreement.

12. FORCE MAJEURE

- 12.1. Consepssys Limited shall not be liable to Client for failure to perform any of its obligations under this Contract and/or any Purchase Order and/or any online request for enrolment entered into pursuant thereto, when performance is hindered or prevented due to force majeure. For the purposes of this Contract, "force majeure" shall mean causes which are unpredictable, irresistible, and beyond the reasonable control of Consepssys Limited which could not have been avoided or prevented by reasonable foresight, planning and implementation. Such causes shall include acts of God, war (declared or undeclared), insurrections, hostilities, strikes (other than strikes by such party's employees, which strikes shall be deemed not to be a force majeure event), lockouts (other than lockouts by such party of its employees which lockouts shall be deemed not to be a force majeure event), riots, fire, storm, and interference or hindrance of governmental authority.
- 12.2. In the event whereby Client would be unable, in whole or in part, to carry out his obligations under this Agreement and/or any Purchase Order entered into pursuant thereto, Client shall promptly give written notice to that effect to Consepssys Limited stating in reasonable detail the circumstances underlying such force majeure.
- 12.3. If Client claims force majeure, Client shall diligently use all reasonable efforts to remove the cause of such force majeure, shall promptly give written notice to Consepssys Limited of the termination of such force majeure, and shall resume performance of any suspended obligations as soon as reasonably possible after termination of such force majeure.

13. GOVERNING LAW AND SUBMISSION TO JURISDICTION

- 13.1. This Contract shall be governed by and construed in all respects in accordance with English law. Client agrees to submit to the exclusive jurisdiction of the English Courts as regards any claim or matter arising in relation to this Contract.

14. WAIVER OF CONTRACTUAL RIGHT

- 14.1. The failure of Consepssys Limited to enforce any provision of this Agreement shall not be construed as a waiver or limitation of Consepssys Limited's right to subsequently enforce and compel strict compliance with every provision of this Agreement.