

## Conditions

### 1. Definitions

- 1.1 Organisation: JKP Application Development Services , located Meester Strijbosstraat 21, Weert The Netherlands and De Jonker Consultancy, located Martinstraat 8, Eygelshoven The Netherlands.
- 1.2 Participant: The person who has registered for an Event using the dedicated registration method for that Event as indicated on the topexcelclass.com website.
- 1.3 Event: A training, course, presentation or education organised by Organisation.

### 2. Participant

- 2.1 Organisation has the right to refuse any Participant without the obligation to explain why.
- 2.2 Organisation has the right to cancel an Event in case of insufficient Participants. In such a case, Organisation will inform Participant at least three weeks prior to the start of the Event. Any payments done by Participant will be refunded in such a case.

### 3. Rates and payment

- 3.1 Unless agreed upon otherwise, all rates are excluding local taxes and/or VAT and include any administrative costs. The registration fees must be paid prior to the Event. Payments must have arrived in the Organisations bank account prior to the start of the event.

### 4. Cancellation

- 4.1 Cancellation by Participant must be done in writing or by sending an email. The date of cancellation is determined by the date Organisation receives the cancellation. Address details can be found here: <http://topexcelclass.com/index.php/the-owners/>
- 4.2 Unless agreed upon otherwise, Participant is allowed to cancel his registration up to four weeks prior to the Event. Organisation retains the right to charge any banking costs caused by a cancellation. In case Participant cancels within four weeks prior to the Event the full registration fee will be charged. In case a Participant has registered for a part of an Event the start of the Event will be when the part the participant has registered for starts.
- 4.3 If a Participant does not attend for whatever reason without prior timely cancellation he will be charged with the full registration fee.
- 4.4 A Participant is allowed to send someone else to attend the Event instead.

### 5. Event Program

- 5.1 The Event program will be described on the event website at topexcelclass.com and in email communications from Organisation to Participant. Organisation has the right to make changes to the program. Organisation will inform Participant about any significant changes as soon as possible.
- 5.2 All information received by Participant from or on behalf of Organisation relating to the Event is solely intended for private use by Participant and or his/her organisation.
- 5.3 Organisation has the right to change the time, location and place of the Event. Organisation will inform the Participant of such changes as soon as possible. Organisation also has the right to replace the announced speakers.
- 5.4 Changes in the Event program do not entitle the Participant to a restitution of the event fee.
- 5.5 The Organisation strives to deliver an Event of adequate quality. Any complaints about the Event must be sent to [info@topexcelclass.com](mailto:info@topexcelclass.com).

- 5.6 Participant is not allowed to use the Event nor the materials of the Event to organise (or organise together with a third party) a similar Event without the prior written consent of Organisation.