

Web Shield Academy In-House Training

Web Shield Academy Terms and Conditions

§ 1. Definitions

For the purposes of this Terms and Conditions, the following terms shall have the meanings indicated below:

1. **“Client”** means a business entity or a person or a group of persons intending to conclude an agreement with Web Shield in order to take part in the Web Shield Academy in form of In-house Training, who/which submitted the online registration form and paid the first instalment of the Academy Fee.
2. **“Participant”** means each person indicated by the Client who takes part in the Web Shield Academy in form of In-house Training.
3. **“Web Shield Academy”** or **“Academy”** means the Web Shield Academy customized course in form of the In-house Training created, conducted and organized by Web Shield in line with the requirements set out with the Client.
4. **“Academy Fee”** means an amount of money due from the Client to Web Shield for the participation in the Academy, covering costs of creation, conduction and organization of the Academy.
5. **“Organizer”** or **“Web Shield”** means Web Shield Limited, address: 207 Regent Street, Third Floor, W1B 3HH London, registered under Commercial Register No. 7893072, VAT ID: GB142949492.

§ 2. Payment

1. The payment of the Academy Fee is divided into two instalments:

- the **first instalment** comprises the education costs as indicated in the offer and shall be paid by the Client in advance, on the basis of proforma invoice, in 10 days after obtaining a proforma invoice issued by the Organizer. The proforma invoice shall be sent to the e-mail address indicated by the Client during registration process.

- the **second instalment** comprises the expenses (travel & lodging) as well as the certification costs and shall be paid by the Client in 10 days after obtaining a final invoice issued by the Organizer upon end of the Academy. The final invoice shall be sent to the e-mail indicated by the Client during registration process. The final invoice covers all the amount of the Web Shield Academy Fee. The expenses for travel & lodging shall be recalculated in case the Client amends the location of training after accepting the offer.

2. If the Client does not pay the first instalment as described hereabove, the order will be cancelled. Information regarding acceptance of the order or the cancellation will be sent to the email indicated by the Client during registration process.

3. The Client shall be responsible for the payment of any and all taxes required under law, as well as any and all wire transfer or other banking fees that may apply to the chosen payment method.

§ 3. Academy Cancellation Policy

1. Since the Academy is created, conducted and organized by Web Shield in line with the requirements set out with the Client, Web Shield is unlikely to envisage a possibility of cancellation and refund. If the Client decides to conclude an Academy agreement with Web Shield, the Client is obliged to pay the full amount of the Academy fee. However, if the Client withdraws from the Academy and Web Shield bears the costs associated with the organization of the Academy, the Client will be obliged to pay this cost in any case.

2. Non-shows in the Academy are liable for the entire Academy Fee and will be billed by Web Shield.
3. In the unlikely event that Web Shield cancels the Academy, Web Shield will refund the Academy fees paid by the Client within 30 days of such cancellation, and Web Shield will not be held responsible for other costs or expenditures incurred by the Client, including hotel or travel costs.
4. Web Shield reserves the right to cancel the Academy and to change the date of the Academy at any time for reasons beyond the Organizer's control. In such a case, Web Shield and the Client agree to set a different mutually convenient date at which the Academy will take place.
5. In the case of Academy provided online, if Web Shield is unable to provide the Academy to the Participant, Web Shield will refund the Academy fees paid by Participant within 30 days of such cancellation, in full or in part, as appropriate, depending whether the course has been taken partly or not.

§ 4. Replacement Personnel

1. During confirmation of the conditions of the Academy agreement, the Client is obliged to indicate the maximum number of the Participants and provide Web Shield with the following data of each Participant: first name and last name.
2. If the original Participant is unable to attend, the Client may send a replacement Participant from its organization. It is the responsibility of the Client to notify Web Shield, in writing, at least 7 business days prior to the Academy confirming that the Participant will not be able to attend and would like to send a replacement.

§ 5. Registration Confirmation, Event Updates & Participant List

1. Once you have completed your registration, you will receive your registration confirmation by email. Please ensure that your valid email is entered correctly on the registration form. Be sure to check your junk email box in case any of your Academy email(s) are caught by spam filters.
2. You will receive essential information for registered the Participant electronically at the email address provided on your registration form.
3. In addition, you will also be added to the Web Shield Academy Participant list for notifications of future events. If you would like to opt-out of Web Shield Academy Participant list, a link is provided in each email to provide the ability to opt-out.

§ 6. Privacy Policy

Please refer to Web Shield Privacy Policy available [here](#) which forms a part of these Terms and Conditions.

§ 7. Organizer's Publications or other Media

1. The Organizer shall be free to include in any form of media (i.e. photographs, video, etc.) created by the Organizer (or by any third party on its behalf) in connection with the Academy, the Client's name and logo.
2. Any and all photographs, videos, or other recorded media may be used by Web Shield for the purposes of marketing or advertising without any payment or compensation being offered and without any request being made to the featured parties, what is hereby accepted by the Client.

§ 8. Liability

1. Web Shield assumes no risk or liability in connection with role as a Participant, in whatever capacity, including as a Speaker.
2. The materials provided in the framework of the Academy constitutes the sole intellectual property of Web Shield. In the event of violations of the Web Shield's intellectual rights by the Client, the Participant or the third persons who provides access to the Web Shield's intellectual property through the Client's

or the Participant's fault, the Client shall be liable for such violations and Web Shield reserves a right to claim a compensation in accordance with the general rules. The Client shall pay a costs and expenses, which Web Shield incurred in order to protect its rights, including the costs of legal representations.

§ 9. Damages

In the event of any damages caused by any Participant to property or equipment in use by Web Shield, the Participant will be charged the full replacement cost. Any damage must be reported to a member of the Organizer staff immediately.

§ 10. Complaints

1. Any complaints related to these Terms and Conditions will be examined as soon as possible, and at the latest, within 14 working days of receiving such complaints.
2. All complaints shall be acknowledged within 5 working days, along with notification of the length of time estimated for its resolution. All complaints shall be addressed to: academy@webshieldltd.com.

§ 11. General

1. As a Participant at a Web Shield Academy, you agree to conduct yourself in a professional manner and to comply with such reasonable requirements that are imposed by Web Shield in connection with the Academy.
2. Online registration as the Client is tantamount to accepting these Terms and Conditions.
3. These Terms and Conditions shall be governed by and construed in accordance with the laws o
4. Any dispute arising of these Terms and Conditions shall be exclusively submitted to the court of the United Kingdom competent for the registered office of Web Shield.