

# Terms and conditions, registration and organisation

## **Cyber\*School**

Info: [cyberschool@financetrainer.com](mailto:cyberschool@financetrainer.com)

### **Registration**

Please register using the registration form or on our website [www.financetrainer.com](http://www.financetrainer.com). The line will be enabled from your requested start date onwards (any first of the month). Your password, the Cyber\*School User Manual, your syllabus and the invoice will be sent to you by mail.

### **Scope of services**

The Cyber\*School fees cover the enabling of the Cyber\* School for the period of time defined in the seminar programme, a course handbook to be downloaded from the Internet, and technical as well as organisational coaching from our Cyber\*Trainers.

### **Training venue**

Worldwide via any computer with Internet access: [www.financetrainer.com](http://www.financetrainer.com)

### **Certificate**

Every participant who passes the final exam will receive a certificate.

### **Withdrawal**

In the event of withdrawal from the course after the line has been enabled the full invoice amount shall be payable.

### **Extension**

Should you be unable to finish the Cyber\*School within the defined period of time an extension of 50% of the duration period is possible upon payment of a fee equivalent to 33% of the list price. An extension is possible up to two weeks before termination of the course. Any later requests shall require a new booking.

## **Seminars**

Info: [seminar@financetrainer.com](mailto:seminar@financetrainer.com)

### **Registration**

Please register using the registration form or on our website [www.financetrainer.com](http://www.financetrainer.com). Four weeks prior to the start of the seminar you will be sent the final confirmation, information regarding organisational details, your Cyber\*School password for the pre-course training and the invoice.

### **Scope of services**

The seminar fees cover all seminar papers and costs for PCs and software, the seminar package as well as the precourse Cyber\*School preparation. Not included are accommodation costs and possible extras.

### **Training venue**

We are happy to reserve a hotel room for you upon registration. Please state your requirements on the registration form.

### **Participation Confirmation**

Every participant will receive a participation confirmation.

### **Withdrawal**

In the event that you are unable to attend the seminar we will gladly welcome another member of your bank's staff as your replacement. Withdrawal up to 30 days prior to the start of the seminar shall entail a cancellation fee of 50% of the list price. In the event of withdrawal up to seven days prior to the start the full seminar fee shall be payable. Please note that we can only accept withdrawals made in writing.

We would like to point out that a late cancellation might result in a cancellation fee for the hotel room.