

# Terms & Conditions

## 1. Registration

### 1.1. Customized training by LACO

- Info and registration: [training@laco.be](mailto:training@laco.be) or +32 (0)2 709 79 00
- You will get special price conditions for company-specific training at LACO or in your own training rooms.
- We take into account the content (theory, demos and customs exercises), location, course material, technical organization of training computers, languages (language lessons and language of the course materials) and timing.

### 1.2. Public training by LACO

- Info and registration: [training@laco.be](mailto:training@laco.be) or +32 (0)2 709 79 00

### 1.3. Public training through our partners

- Public course calendars: SAS
- The general conditions of SAS apply

## 2. Canceling a course

### 2.1. Customized training by LACO

The following conditions apply if you cancel the training course or change the agreed-upon dates:

- 1 to 10 days before the course starts > 100% charged
- 10 to 30 working days before the course starts > 50% charged
- More than 30 working days before the course starts > 10% charged

LACO has the right to cancel up to 10 days before the first training courses.

If LACO is unable to offer or complete the course according to the agreed schedule due to illness or absence of the trainer or other reasons which LACO cannot control, we will try to find a solution to the situation within a reasonable time. LACO cannot be held liable.

### 2.2. Public training by LACO

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### 2.3. Public training through our partners 2.3.1. SAS

LACO is not liable for costs resulting from cancellation or rescheduling of a SAS course. SAS reserves the right to cancel or reschedule a course to force majeure or if there are insufficient entries for an open training.

For a recast of a course, SAS will endeavor to send a written notice at least 5 days before the start date of the course.

Do you want to cancel participation in a course without financial consequences? Send a written notice of cancellation to LACO no later than 12 days before the start of a course. For cancellations received 11 days or less before the start of the course, 100% of the registration fee will be charged. Substitutions of

a participant will be accepted at any time before the course.

### 3. Course payment

The cost of each course will be billed to the customer upon its completion:

- All prices quoted are exclusive of VAT
- Invoices are payable no later than 30 days after invoice date
- If the payment is not received within 30 days after the invoice date, you will be in default without further proof. Where appropriate, LACO charges for late payment charge in the amount of 1% per month and the cost of collecting the payments are to be borne

### 4. Course material of LACO

The course participants promise not to copy – entirely nor partially – any course materials received by LACO during the course, without explicit authorization of LACO

