



## Terms & Conditions

1. Courses may be booked in either of the following ways:
  - (a) Completed registration form on ZCubed's Website at [www.zcubedtech.com](http://www.zcubedtech.com)
  - (b) Client's official purchase order or check to Office. Call 973.299.9669.
  - (c) Provisional Bookings may be made by telephone and confirmed as above within seven days.
2. Courses fees must be paid fourteen days prior to commencement of course. A late charge of 1.5 % per month will be added to any invoice that remains outstanding after 30 days.
3. Course fees include training and complete documentation.
4. Course fees exclude accommodation. Hotel reservations are the responsibility of the client. Where possible, ZCubed has negotiated reduced rates at local hotels and details of these will be sent with your course confirmation
5. ZCubed reserves the right to make necessary changes to its advertised program. If any course is canceled or postponed, ZCubed will refund fees in full and accepts no liability for any other expenditure
6. Cancellations, if received in writing fourteen days or more before the course, will be accepted without penalty. Cancellations received thereafter, or non-attendance, will be charged at the full rate. Substitutions can be made at any time before the course.
7. It is understood and accepted that all documentation presented by ZCubed is for the use of the attending delegate as an aide memoir. Delegates are not to disclose or provide any part of the documentation to a third party outside their employer. No part of the documentation should be copied. The client is responsible for the delegates; knowledge of the compliance with these requirements.
8. All on-site courses are subject to the conditions outlined above, in addition to any agreement negotiated with the client