

# Terms and Conditions Training and Seminars



## General

The Gleason Academy is the world leader in providing gearing knowledge. For information on content and requirements of each course, please refer to the description. For optimal learning success, we recommend registering only for those courses whose prerequisites you meet. In case of doubt, we are happy to advise you. In order to create a meaningful learning atmosphere, the maximum number of participants of the respective courses is to be considered.

## Registration

Please fill out our form and you will be contacted by one of our employees. After receipt of the written order, you will receive a confirmation with further information about the procedure.

## Course Fees

The course fee includes the cost of the training, course materials, lunch and soft drinks. Travel expenses, overnight stays and daily allowances are the responsibility of the participant. Any necessary interpreting services will be an additional charge.

## Cancellation

For a full refund, a cancellation must be made at least 4 weeks prior to the start of the course in writing (email is acceptable). If the cancellation is made less than 4 weeks before the start of the course, the full amount will be charged. Registrations are transferable among participants if the original participant is unable to make it.

## Changes / Cancellations

The Gleason Academy reserves the right to change the organization, staffing, or course schedule as long as it does not significantly affect the overall character and content of the course.

If a course has to be canceled due to unforeseen circumstances, an immediate notification will be given. In the case of cancellation, the Gleason Academy is only required to reimburse registration fees already paid. A further liability for incurred costs of the training participants does not exist.

## Payment

The respective terms of payment and general terms and conditions of the respective Gleason contract partner apply.

## Meeting

Please arrange the course date with the course instructor. We will try to meet your appointment requirements. Our seminar dates are fixed. Please check the current dates in the event calendar.

## Confirmation of Participation

Each participant will receive a confirmation of participation upon completion of the course.

## Safety

Attention at machine training: Safety shoes and work clothes are mandatory! Each participant must bring this protective equipment to the training.

## Reservation

When reserving a hotel room, we are happy to assist upon request. The reservation of a hotel room is made on the name and account of the participant.