

TERMS AND CONDITIONS

1. Definitions

These Terms and Conditions include:

General Terms and Conditions: The terms and conditions set out in the following articles that apply to the training activities provided by Reade Academy.

Participant: The participant in a Training Activity.

Client: The person who provides the instruction to participate in the Training Activity at Reade Academy.

Training activity: courses, workshops, further education, (skills) training, modules, information meetings, project days and other kinds of training provided by Reade Academy. Reade Academy also provides the content, the teacher and / or the organization.

2. Applicability

The General Terms and Conditions, with the exception of any applicable other terms and conditions of the Client, apply to all registrations, offers and agreements for participation in Training Activities provided by Reade Academy.

3. Registration and confirmation

1. The registration of a training activity is done by means of a (online) registration form or a signed offer.
2. Agreements will only be concluded if the application by Reade Academy to the Client or Participant is confirmed in writing. For a final confirmation of participation in the relevant Training Activity, the agreed amount has to be paid two weeks prior the relevant Training Activity.
3. Except in exceptional cases, Reade's staff members are required to sign up for a Training Activity. By accepting these Terms and Conditions, the Participant declares permission from his / her supervisor.
4. After receiving the application, Reade Academy sends a digital confirmation of registration to the e-mail address which was provided by the Client or Participant. Prior to commencement of the Training Activity, the Client or Participant receives an invitation with details about, among other things, location, times and schedule. If the desired Training Activity has been booked, this will be reported to the Participant and, if possible, an alternative will be offered.
5. Before the start of the Training Activity, the Participant receives, if applicable, the class materials by mail or digital.
6. For subscriptions after the closing date, you can contact Reade Academy by phone (020) 6071951 or by email to readeacademy@reade.nl

4. Change and cancellation by the Client

1. The application can only be canceled in writing by the Client. This can be done by sending an email to readeacademy@reade.nl. The name (s) of the Participant (s), the relevant Training Activity and the date of commencement must be given.
2. If canceled, the following rules apply:
 - A) Cancellation up to four weeks (4 x 7 days) before the start date of the relevant Training activity can cancel the agreement free of charge.
 - B) In case of cancellation between one (7 days) and four weeks prior to the start of the Training activity, 50% of the total price for the Training Activity will be charged.
 - C) If canceled within one week (7 days) before commencement of the Training Activity, the total price for the Training Activity will be charged. This is also the case if no correct cancellation has been passed or if the Participant does not appear.
3. Interim cancellation on multi-day training activities is not possible.
4. In the event of a prevention, a registered Participant is entitled to be replaced by another person, provided that it is passed on to the Reade Academy no later than a business day provided with name, address and phone number. The material already received must be passed to the replaced person. Reade

Academy does not commit any additional costs to such replacement.

5. If a Training activity is entirely or partially based on e-learning, then a refund can only take place if the e-learning module has remained unopened. If the e-learning module is opened, no matter how short, there will never be a refund of the amount.

5. Change and cancellation by Reade Academy

1. All information contained in information carriers, such as training programs, terms, regulations, specifications, practical information etc, has been described as accurate as possible and is updated as often as necessary. Reade Academy retains all rights to make changes to this information without giving reasons.
2. Reade Academy retains the right to make changes to the schedule and / or times without giving any reason. This implies that Reade Academy retains the right to adapt the Training activities, to combine it with another Training Activity, to replace teachers, to interrupt or otherwise to change a Training Activity.
3. All training activities are held subject to sufficient participation. The Reade Academy is entitled to cancel a training activity up to one week (7 days) before commencement. This will be confirmed in writing. If unforeseen circumstances occur, the Reade Academy is entitled to interrupt, move and / or cancel training activity. If Reade Academy considers it necessary to cancel or postpone the Training activity, then the Clients and Participants, and, if necessary, the relevant executives, will receive such notice as soon as possible. Reade Academy will take all necessary steps to complete the Training Activity or schedule it on a later date. If none of the above possibilities are possible and the amount has already been paid, this will be refunded.

6. Billing and payment

1. Internal customer: Internal registration takes place on the basis of the application of the completed Training activities. The Client will receive an overview of all completed Training Activities. Any necessary payments will be made in advance.
2. External customer: The Reade Academy will send an invoice for the outstanding amount. Payments must be made on the bank or giro account indicated on the invoice within the specified term of payment. If not paid in time, the registration is not final and the participant is not entitled to participate in the Training Activity.
3. If a payment has been agreed upon by written agreement between Client and Reade Academy, the costs for judicial and extrajudicial and legal interest, are at the expense of Client.

7. Intellectual Property

1. All intellectual property rights in respect of the brochures, project materials, tests, examinations, software and course materials issued by the Reade Academy belong to Reade Academy, unless another copyright has been assigned to the work itself.
2. The Client and / or Participant shall not be permitted to reproduce, disclose or disseminate the training materials referred to in the preceding paragraph in any way whatsoever in whole or in part. It is only allowed to use the provided material for personal use in accordance with the purpose of the Training Activity.
3. Making image and / or sound recordings of or during a Training Activity is expressly prohibited, unless otherwise agreed.

8. E-learning

1. If the Participant participates in a Training Activity that consists entirely or partially of e-learning, then the Participant obtains a non-transferable right of use on the electronic training materials for the specified duration. Participants are therefore not allowed to make the electronic training materials available to third parties.
2. If e-learning is a part of a Training Activity, in case of cancellation of participation by the Client and / or

Participant, only the e-learning, if activated, will be charged with any administration costs.

9. Privacy

1. Reade Academy carefully handles the Participant's personal data. Reade Academy will only use the personal data which was given to her by Participant. The data will be used for the purposes of providing and supervising the Training activity as well as for attending Participant to other training activities provided by Reade Academy. Personal information provided to Reade Academy will never be made available to third parties.

10. Liability

1. Although Reade Academy pursues great care with regard to training activities and training materials, errors or imperfections cannot be ruled out. Reade Academy, or third parties engaged by it, cannot be held liable for such errors and imperfections.
2. The total liability of Reade Academy due to a breach in the performance of her obligations is limited to compensation of direct damage to a maximum amount equal to the agreed costs for the decreased Training Activity.
3. Liability of Reade Academy for indirect damages, including consequential loss, company damage, loss of profits or missed savings etc, is excluded.
4. Client and / or Participant indemnifies Reade Academy for all third-party claims in respect of the Training activities, unless it is established that these claims are a direct consequence of the intent or gross negligence of Reade Academy.

11. Disputes and applicable law

1. Any dispute concerning interpretation or implementation of these General Terms and Conditions or the Participation Agreement that may arise shall be resolved when possible by mutual agreement between the Parties.
2. A dispute occurs if one of the parties notifies the other party in a registered letter.
3. If parties cannot come to a solution, the dispute will be settled by the competent court in the Amsterdam district.
4. Under these General Terms and Conditions and the Participation Agreement, Dutch law applies.