



Academy

Terms and Conditions for the provision of services

Thank you for your confirmation of training with AsureQuality.

Please see the Terms and Conditions as recorded online, Please return this document if you have selected payment by credit card when registering and confirming payment.

Other Terms & Conditions

Withdrawal Fee & Refund Policy

Please note that a fee of up to 50% of the per person price will apply for any cancellation or transfer within 10 days of the course. Notification of cancellations and transfers must be made in writing. Please note AsureQuality reserves the right to cancel any course due to insufficient numbers or circumstances beyond our control. Delegates will be notified as early as practical and offered a refund or transfer to another course. Refunds are credited in the manner in which they were originally paid.

Liability

AsureQuality is in no way liable for any loss whatsoever (including consequential loss) incurred by the Client as a result of the Services. Both parties will at all times comply with the New Zealand Health and Safety Employment Act 1992 or the Singapore Workplace Safety and Health Act 2006 and any other applicable legislation. For the purposes of the New Zealand Health and Safety Employment Act 1992 or the Singapore Workplace Safety and Health Act 2006, the parties agree that where AsureQuality's personnel are providing the Services at the Client's Location, the Client is the person in control of the place of work. The Client will indemnify AsureQuality in respect of any claim, loss, damage, accident or injury (whether to persons or property) suffered by AsureQuality in providing the Services.

Termination

The parties may terminate this Contract by mutual agreement. If either Party is unable to pay its debts if and when they are due, gives notice of cessation of business, commits an act of bankruptcy, goes into liquidation, or has a receiver or manager

appointed by any charge holder, the other party may terminate this contract immediately. Termination does not affect any rights or obligations of the parties that have arisen prior to termination.

Miscellaneous

The Client acknowledges that the Intellectual Property is AsureQuality's sole and exclusive property. To the extent that any Intellectual Property does not vest automatically in AsureQuality under this Contract or at law, the Client agrees to assign

the Intellectual Property to AsureQuality. The Client will fully disclose any Intellectual Property to AsureQuality of which it becomes aware. Any dispute between the parties concerning this Contract will be discussed between them in the spirit of goodwill with a view to a resolution. If the dispute cannot be resolved by the parties, either party may request that the dispute be referred to mediation, or arbitration under the Arbitration Act 1996.

Confidentiality

We confirm this service on the basis that it will remain confidential in every respect and will not be disclosed to any other party without AsureQuality's prior written approval.

Special Requirements

The client will inform AsureQuality, in writing, if there are any special requirements needed to cater for the trainees participating in the training event. Special requirements include anything in addition needed to assist with reading, writing, language, disabilities, cultural needs etc.

Invoicing

Clients who require a PO number are asked to record this online or in the area provided below and returned to training@asurequality.com. Credit Card payments can be requested and card number recorded below. Card payments are processed after the course date unless enrolment & payment is completed online via payment gateway. Invoices with Purchase Order numbers will be forwarded to the Accounts Payable contact where possible. Credit Card payments will generate an invoice and the card holder will be provided with this documentation noted as paid. Any registration whereby this information is not provided, invoices will be directed to the registered trainee at the employer contact email or company address. All figures are recorded in NZD for New Zealand courses, and SGD for Singapore training.

Purchase Order Number: (if required) _____

Credit Card Option: Yes No

Card Number: _____

Name on Card: _____

Credit Type: VISA Mastercard

Expiry Date: _____ / _____

Amount: \$ _____ Signature: _____

Name: _____ Signature: _____

Course: _____ Course Date: _____

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