

TERMS OF PARTICIPATION AND PAYMENT

A. Theoretical courses

1. Reservation of a place

A place is reserved solely upon payment of a deposit. Applications without a deposit do not reserve a place, irrespective of any oral or written arrangement.

2. Cancellation by the participant (before commencement)

- Up to [15] days before: full refund, with retention of the deposit as a booking administration fee.
- From [14] to [7] days before: refund of [50%] of the amounts paid.
- Less than [7] days before, or non-attendance: no refund.

3. Withdrawal after commencement

Once the course has commenced, the place is deemed fully consumed.

Discontinuation of attendance, withdrawal at any stage of the programme or absences do not give rise to any right to a refund, partial refund or credit, for any reason whatsoever (professional, personal or other).

5. Transfer to another programme

One transfer is permitted, provided it is requested in writing at least [10] days before commencement, and applies to programmes held within [12] months. A second transfer request shall not be accepted and the participation shall be deemed cancelled in accordance with para. 2.

6. Substitution of the participant

The participant (or his/her company) may nominate a substitute up to [3] days before commencement, free of charge, provided that the substitute meets the entry requirements.

B. Practical training of welders / special terms

Owing to the limited number of welding booth places, the consumables involved and the dedication of an instructor per participant, stricter terms apply.

1. Securing a place

A place is secured only by payment of a deposit, which is **non-refundable from the moment of payment**, irrespective of when cancellation takes place. The deposit covers the reservation of the place, the materials and the teaching staff, which are allocated on a named basis and are not reallocated.

2. Cancellation and withdrawal

- Cancellation at any point in time: the deposit is not refunded.
- Cancellation less than [10] days before commencement: no amount is refunded.
- Non-attendance, withdrawal after the first day or discontinuation at any stage: no amount is refunded and no credit or transfer is granted.

3. Absences

Practical training hours are allocated on a named basis. Hours missed are neither made up nor compensated. They may be completed only subject to availability and against a charge.

4. Substitution

Substitution by another person is permitted up to [5] days before commencement, provided that person meets the requirements. Substitution is not permitted after commencement.

5. Certification/ Qualification examinations

Examination and certification/qualification fees become non-refundable from the moment the candidate is registered with the certification body. Failure in the examinations does not give rise to any right to a refund of tuition fees; re-examination is charged separately.

C. Common terms

1. Cancellation or postponement by the Institute

If a course does not reach the required number of participants or is cancelled through our fault, the participant may choose between a full refund of all amounts paid or transfer to a subsequent programme free of charge.

2. Method of refund

Refunds, where provided for, are made within [10] working days by bank transfer to the account of the payer. Any bank charges are borne by the beneficiary.

3. Requests in writing

Any request for cancellation, transfer or substitution is accepted **only in writing** at training@wgi.gr. The date of cancellation is deemed to be the date of receipt of the email.

4. Acceptance

Payment of the deposit constitutes unreserved acceptance of these terms.

5 Compliance with the instalment plan

The instalment plan set out in your written notification is binding as to both amounts and dates. The participant is obliged to meet every instalment on time, irrespective of attendance, absences or the progress of the course.

In the event of an instalment being delayed by more than [10] days:

- access to the platform, the training material and the lessons is suspended until the matter is settled;
- no attendance certificate, certificate or registration for certification examinations is issued;
- the entire outstanding balance becomes immediately due and payable;
- we reserve the right to terminate the participation, without refund of the amounts already paid, in accordance with the withdrawal terms.

Suspension of access does not extend the duration of the programme, nor does it create any obligation to make up the hours lost during that period.

The Institute reserves the right to refuse any future application for participation in any of its programmes from a participant or company that has failed to comply with an agreed instalment plan, and to require payment of the tuition fees in full in advance as a condition of any new enrolment.

6 Intellectual property in the training material

All training material, including notes, presentations, manuals, exercises, tests, videos, audio recordings, photographic material, document templates (WPS, WPQR, inspection sheets) and every accompanying file, constitutes the intellectual property of the Greek Welding Institute and is protected by Greek Law 2121/1993 on intellectual property and by the relevant international conventions.

The participant is granted a **personal, non-transferable and non-exclusive licence to use it, solely for the purposes of his or her own training.**

The following are expressly prohibited without prior written permission:

- the reproduction, copying, photocopying or digitisation of the material for the purpose of making it available to third parties;
- the distribution, resale, posting or communication of the material on websites, social media, file-sharing groups, cloud services or messaging applications;
- the use of the material for the training of third parties, whether within a company or otherwise, or for the creation of derivative training programmes;
- the removal or alteration of markings, logos and rights notices.

The unlawful reproduction and distribution of works of intellectual property entails **civil and criminal sanctions** under Articles 65 and 66 of Law 2121/1993. The Institute reserves all its legal rights.

C.7 Access to the lessons, personal links and passwords

The links to the online lessons, the access passwords and the platform accounts are **strictly personal and issued in the participant's name.**

It is prohibited to forward, share or publish links and passwords to any third party, as well as for more than one person to connect using the same credentials, or for persons who are not enrolled to attend in the same room.

Video recording, audio recording, screen recording and retransmission of the lessons by any means are likewise prohibited.

If a breach is established:

- access is terminated immediately and permanently, without refund of tuition fees;
- no attendance certificate or certificate is issued;

- the Institute reserves the right to claim compensation for any direct and consequential loss, and to bring criminal proceedings.

The participant is liable for any use made through his or her credentials, even where such use was made by a third party with his or her consent or through his or her negligence.