



xSuite ACADEMY Terms & Conditions

Terms and Conditions

The costs of the training course apply to one participant and include lunch, beverages, and training materials. The course will take place with a minimum of 3 participants and a maximum of 6. Transportation and accommodation costs are carried by the participants themselves. Cancellation of the course must be submitted in writing by post, fax, or e-mail. It is possible to receive a full refund for the course up to 4 weeks before the starting date. If we receive your cancellation later than 4 weeks before the course begins, you will be charged as follows:

- 100 % of the course fee when cancelling or postponing on the first day of the course
- 75 % within 1 - 3 working days before the course starts
- 50 % within 4 -10 working days before the course starts
- 25 % within 11 - 28 working days before the course starts

We reserve the right to cancel the course 14 days before the scheduled starting date if there are fewer participants than the minimum number of 3. If a course is cancelled, we will immediately offer you an alternative date. A claim for nonperformance does not exist. Upon submitting your application, you accept the General Terms and Conditions of xSuite Group GmbH as well as the terms and conditions for course participation.

All courses start on the first scheduled day at 10:00 a.m. and end at 5:00 p.m.

Dates and courses please find here:
<https://www.xsuite.com/en/company/academy/>

Our hygiene concept follows on the next page.

The following regulations apply to classroom training at the ACADEMY

For your protection we have developed an hygiene concept. The following regulations are binding:

- It is not permitted to enter the xSuite premises with a positive COVID-19 test.
- If you suffer from acute respiratory symptoms such as cough or sore throat, please refrain from attending.
- If you have to cancel a training session due to cold symptoms, there are no cancellation fees as long as a timely alternate date is selected.
- The maximum number of individuals allowed in the course room is 7 (up to 6 participants and 1 instructor).
- Rooms will be thoroughly ventilated during breaks.
- Hand disinfectant will be readily available.

For further questions please contact the xSuite ACADEMY team:

Tel. +49 4102 8838-0

academy@xsuite.com