

Full Legal Company Name					
First Name & Surname					
Email Address					
Mobile Number			In Person		On-Line
Job Description/Designation					
ECSA Registered	Yes		No		Number
Course Date	Course Name / Description				

Terms and Conditions

1. Booking Confirmation

- AVEVA Select West Africa will confirm your booking only upon receipt of full payment.
- Payment must be made prior to the course start date to secure your space.

2. Cancellation and No-Show Policy

- Cancellations or changes must be submitted in writing at least **7 calendar days** before the course start date.
- If you are unable to attend, you may nominate a substitute delegate. Please provide their full name for certificate issuance.
- Cancellations received **less than 7 days** before the course will incur a **50% cancellation fee**.
- **No-shows** on the day of training will be charged **100% of the course fee**.
- No refunds or credits will be issued for non-attendance without prior written notice.

3. Course Rescheduling and Cancellation by AVEVA Select West Africa

- AVEVA Select West Africa reserves the right to reschedule or cancel any course due to unforeseen circumstances or insufficient enrolment.
- Affected delegates will be notified promptly via email or phone.
- It is the participant's responsibility to ensure their contact details are accurate and up to date.
- Course fees may include refreshments, lunch, and training materials, where applicable.

4. Online Training Requirements

All online training is delivered via **Microsoft Teams** and **Amazon Workspaces**. To participate effectively, you must have:

- A computer or laptop with a screen resolution of **1920x1080** (a second screen is recommended)
- Keyboard, mouse, and headset with microphone and speakers
- Stable internet connection with a minimum speed of **8 Mbps** (upload/download)

5. Certificate Issuance Criteria

Certificates of completion will be issued only to participants who meet the following criteria:

- Full attendance of all scheduled training sessions.
- Active participation in course activities, discussions, and assessments.
- Completion of required assignments or evaluations, where applicable.

6. Intellectual Property

- Training manuals will be provided in PDF format.
- All training content—including manuals, presentations, and supporting materials—is the intellectual property of **AVEVA** and **AVEVA Select West Africa**, an **AVEVA Select Distributor**.
- You may not copy, reproduce, distribute, transmit, modify, or create derivative works based on this content without prior written consent from AVEVA and AVEVA Select West Africa.

7. Data Protection and Consent

- By signing this form, you consent to the collection and processing of your personal data in accordance with the [IOCO Privacy Statement](#).
- Your data may be shared with relevant stakeholders for training and certification purposes.
- Failure to meet these criteria may result in non-issuance of the certificate, regardless of payment status.

8. Agreement

By signing below, you acknowledge that you have read, understood, and agree to abide by these Terms and Conditions.

Signature	Print First Name & Last Name	Date