

# General Terms of Training



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## §1 General

The aim of the training is a targeted knowledge transfer to the participant (s) by the staff of SYBERA. The trainers have many years of experience in the fields of knowledge as well as in education and training. The individual training contents are comprehensible on the basis of the topic breakdown in the training plan and are professionally taught using modern equipment. If the course requires it, deviations of the training content from the given topics are possible. The training plans will also outline what prior knowledge is required to successfully complete the training. The equipment provided to the participants for the duration of the training or other of the company SYBERA must be treated with care. Any damage or malfunction must be reported to the trainer immediately.

## §2 Registration

The training dates are based on the current training plan of the company SYBERA. Since the number of participants in all seminars is limited to a maximum of 10 persons, applications can only be considered in the order in which they were received. The registration must be in writing. Telephone applications are treated as a reservation only. The final inclusion in the list of participants takes place when SYBERA has received a written application and a confirmation of registration has been sent to the participant.

## §3 Execution

The training can take place from a minimum of 3 participants. Unless otherwise stated, the seminars will take place on weekdays between 9:00 and 16:30. The training period includes 1 hour lunch break and 2 coffee breaks of 15 minutes each. Trainings taking place in SYBERA's classrooms include break time drinks and lunches.

## §4 Change of Appointment, Resignation

Any changes made by SYBERA will be communicated to the registered participants in good time, but at least 14 days before the beginning of the training. In case of illness-related failure of the training on the part of Sybera, the obligation to notify is reduced to the next possible date. The resignation on the part of the participant / orderer within 7 days after registration, but at least 20 days before the start of the seminar is free of charge. In the case of resignation on the part of the participant / orderer over 7 days after registration, but at least 20 days before the start of the seminar, 50% of the course fees become due. For later cancellations, the full course fee will be charged.

## §4 Vouchers

Vouchers entitle to free participation in the respective official training. The vouchers have a named validity period. If the voucher holder does not take part in any of the courses taking place during the validity period, the voucher will be forfeited. If the respective training does not materialize within the period of validity of SYBERA, the voucher can be returned against reimbursement of the purchase price.

## §5 Training at customer side (InHouse training)

InHouse training at customer side takes place after exact appointment and content definition between the customer and SYBERA. The customer provides the necessary training conditions, in particular for the necessary premises for the implementation, as well as the punctual observance of the training dates. The costs of the seminar will include travel expenses (by car 1,25 EUR per km total distance), accommodation costs (local business category) and 50, - EUR for course documents per person. The course of on-site training at the customer depends on §3 implementation.

## §6 Training material

All rights to training materials and training software remain the exclusive property of SYBERA. Any reproduction / duplication of training materials and training software - even in excerpts - in any form (photocopy, microfilm, using electronic systems or other means) or the transmission of training material to third parties for the purpose of reproduction / duplication requires the written consent of SYBERA. Copyright notices, trademarks or trademarks may not be removed.

## §7 Training Fee

The seminar fees are based on the current training plan of SYBERA. All net prices are exclusive of VAT. Price changes are reserved. Each course participant will receive a confirmation of participation after the end of the seminar. For training in the rooms of SYBERA also seminar documents, refreshments and lunch are included in the course fees. The seminar fees are due upon receipt of the registration confirmation. They are to be paid without any deduction at the latest 2 weeks before the beginning of the course.

## §8 Liability

The company SYBERA assumes no liability towards the course participants for self-inflicted accidents or damages within the company premises. The same applies to items brought by the student. For illness-related failure of the training by SYBERA no liability is assumed. The same applies to the training failure for reasons that SYBERA is not responsible for.

## §9 Legal Validity

Should individual regulations of these general conditions of training be ineffective, then the effectiveness of the other regulations is not affected. In addition to these General Terms and Conditions of Training, SYBERA's general Terms and Conditions apply. Other agreements are not the subject of the services.

## §10 Jurisdiction

The place of jurisdiction for all legal matters concerning the training is Stuttgart / Germany.