

General terms and conditions for our workshops, seminars and training courses

1. Contracting parties

Contracting parties for the training courses, trainings, workshops, seminars and training courses, which are offered by ANC-International Consulting, are represented by the lawyer, management consultant and graduate and certified specialized coach Mrs. Dr. Alejandra Navarro de Chalupa.

2. Participation fee

a) In order to ensure the efficiency of our courses, the number of participants is limited. Therefore registrations will be considered in the order of their entrance. With the sending of the registration confirmation also the sending of the corresponding invoice takes place. Please deposit the participation fee before the beginning of the courses. Only payments received prior to the seminar can be considered and entitle to participation.

b) Participation fees do not include the legal value added tax in the amount of 20 per cent.

3. Bank account

Payments take place as a transfer to the account of ANC International Consulting e.U., Raiffeisenlandesbank, Lower Austria, Vienna, BIC 32000, account number 10 355 634.

4. Cancellation conditions

- Cancellations will be accepted in principle only in writing by ANC International Consulting and get a legal validity only by our return confirmation. Cancellations by your part, which - unless the offer states otherwise - arrive us in writing not later than 14 calendar days prior to the beginning of seminar, exempt you completely from the payment of the course fee. In case of cancellations or rebookings by your part, which arrive us less than 14 days prior to the beginning of seminar with us, 30% of the course fee will be charged. In case of short term cancellation (less than 3 working days before beginning of course) or in case of staying away from seminar, the complete course fee will be charged.

- Rebooking in favour of a substitute participant is possible at any time free of charge.

5. Withdrawal from the training contract

The company ANC International Consulting reserves the right to exclude participants from the visit of the courses without stating reasons.

6. Benefits

The working documents are basically included in the seminar and course fees unless otherwise agreed.

Copyright protected texts, data and materials are given out as course documents.

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The course documents are intended therefore only for personal use. Any reproduction, reprint or translation and transfer to third parties without express agreement by ANC International Consulting, even any parts of documents, are not permitted and mean a copyright infringement which will be pursued under civil law.

7. Seminar location

The exact location of courses will be announced only 14 days before.

In seminars, which take place in a seminar hotel, the accommodation and travel costs are not included in the participation fee.

8. Certificate of participation

Participants of our courses and seminars will receive a certificate of participation if they have attended at least 75% of the courses.

9. Changes in the program of courses

The courses will only be held if a sufficient number of individuals have registered to participate. The company ANC International Consulting must reserve the right to make changes to the days on which courses take place, starting-times, dates, location of courses as well as possible cancellations. The participants will be notified in time and in a suitable manner. Claims against ANC International Consulting may not be derived therefrom.

10. Cancellation of the courses

a) If we should have to cancel the courses for important reasons, a full refund from already deposited course fees takes place. Further claims do not exist.

b) In case of a seminar cancellation due to illness of the lecturer, insufficient number of participants, as well as other events for which we are not responsible or force majeure, there shall be no claim to having the seminar take place. We assume no liability for other immediate damages and costs such as loss of income, travel expenses, consequential and pecuniary damages of any kind.

11. Applicable law, place of performance, place of jurisdiction

a) For the present contract and its implementation, only Austrian law is valid, unless otherwise agreed.

b) The conditions of participation remain mandatory in all remaining parts even if some provisions are found to be legally invalid. Agreements differing from this contract will only be valid if they are agreed in writing.

c) The place of performance is the location of the professional office of ANC International Consulting.

The place of jurisdiction is Vienna.

Vienna, February 2010