

## **Terms and Conditions - Plain English Summary**

The detailed, legal terms and conditions are set out in this document. We thought it might be useful to summarise some of the main points on the first page, in plain English.

- We want you to be delighted with our service and work with us on a regular basis. We will do everything we can to provide you with an excellent experience.
- We aim reply to your emails or phone calls as quickly as possible but certainly withing 24 hours of receipt during normal working hours. If you try to contact us during school holidays you may wait longer for a reply as we are a small team and often prioritise our family time during these periods.
- If you book our services by email you have entered into a contract with us and agree to be bound by the terms and conditions detail in this document.
- We will invoice you upon booking and expect payment in advance, before we carry out our work. Invoices need to be paid within 14 days of being issued.
- When we deliver our service, you must provide us with what you agreed to provide at the time of booking (for example, access to a meeting room or use of equipment such as a projector) in order for us to deliver our service.
- If you want to cancel the contract after it has been agreed you will be charged a fee, depending on how much work and expense has been undertaken in preparation.
- If you book an online session and you are unable to join the session for any reason, we will still charge you for the session. We will do all we can to rearrange the online session but cannot promise that we will be able to do this if we are very busy.
- You are not allowed to copy or permit the materials we prepare for you for use by a third party and you don't own the copyright to any of these materials.
- If you are unhappy with our service, we will listen carefully to you and try our best to rectify any problems. We will follow our complaints procedure which is available on our website.

## TERMS AND CONDITIONS

### Application and entire agreement

1. These Terms and Conditions apply to the provision of the services detailed in our quotation by Exciting Education, having offices at Unit 2, 2 Pennygilliam Way, Launceston, Cornwall, PL15 7ED (**we** or **us**) to the person/organisation buying the services (**you**).
2. You are deemed to have accepted these Terms and Conditions when you accept our quotation (via email or in writing) or from the date of any performance of the Services (whichever happens earlier) and these Terms and Conditions and our quotation (the **Contract**) are the entire agreement between us.
3. You acknowledge that you have not relied on any statement, promise or representation made or given by or on our behalf. These Conditions apply to the Contract to the exclusion of any other terms that you try to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

### Interpretation

4. A “business day” means any day other than a Saturday, Sunday or bank holiday.
5. The headings in these Terms and Conditions are for convenience only and do not affect their interpretation.
6. Words imparting the singular number shall include the plural and vice-versa.

### Services

7. We warrant that we will use reasonable care and skill in our performance of the Services which will comply with the quotation, including any specification in all material respects. We can make any changes to the Services which are necessary to comply with any applicable law or safety requirement, and we will notify you if this is necessary.
8. We will use our reasonable endeavours to complete the performance of the Services within the time agreed or as set out in the quotation; however, time shall not be of the essence in the performance of our obligations.
9. All of these Terms and Conditions apply to the supply of any goods as well as Services unless we specify otherwise.

### Your obligations

10. You must obtain any permissions, consents, licences or otherwise that we need and must give us with access to any and all relevant information, materials, properties and any other matters which we need to provide the Services.
11. If you do not comply with clause 10, we can terminate the Services.
12. All personal data must be processed in accordance with the Data Protection Act

1998, used only so far as is necessary for the purpose of performing obligations under this Agreement, and shall not be disclosed to any third party.

13. We are not liable for any delay or failure to provide the Services if this is caused by your failure to comply with the provisions of this section (**Your obligations**).

## **Fees**

14. The fees (**Fees**) for the Services are set out in the quotation and are calculated on a time and materials basis.

15. In addition to the Fees, we can recover from you a) reasonable incidental expenses including, but not limited to, travelling expenses, hotel costs, subsistence and any associated expenses, b) the cost of services provided by third parties and required by us for the performance of the Services including but not limited to the hire of premises and equipment, and c) the cost of any materials required for the provision of the Services.

16. You must pay us for any additional services provided by us that are not specified in the quotation. The provisions of clause 14 also apply to these additional services.

## **Cancellation and amendment**

18. We can withdraw, cancel or amend a quotation if it has not been accepted by you, or if the Services have not started, within a period of 7 days from the date of the quotation, (unless the quotation has been withdrawn). Quotes are valid for 7 days from the date of issue.

19. Either we or you can cancel an order for any reason prior to your acceptance (or rejection) of the quotation.

20. If you want to amend any details of the Services you must tell us in writing as soon as possible. We will use reasonable endeavours to make any required changes and additional costs will be included in the Fees and invoiced to you.

21. If you want to cancel the contract after it has been agreed you will be charged a fee, depending on how much work and expense has been undertaken.

22. Where training course dates and arrangements have been set, we reserve the right to charge you up to 100% of the agreed fees in the event that you cancel or postpone the provision of our Services prior to training commencing, or during the course of training.

23. No refunds are provided for delegates who fail to attend. Decreasing or increasing the number of delegates on any course may alter the fees payable. Delegates may be substituted at any time prior to the start of the course.

24. Exciting Education and its authorised agents reserve the right to exclude a delegate from training, at any stage, in the event that, the preparation, behaviour or condition of the delegate, in the opinion of the trainer in charge, is not appropriate or conducive to the training concerned.

25. If, due to circumstances beyond our control, including those set out in the clause below (**Circumstances beyond a party's control**), we have to make any change in the

Services or how they are provided, we will notify you immediately. We will use reasonable endeavours to keep any such changes to a minimum.

## **Payment**

26. We will invoice you for payment of the Fees in advance, usually at the time of booking.

27. You must pay the Fees due within 14 days of the date of our invoice

28. Time for payment shall be of the essence of the Contract.

29. Without limiting any other right or remedy we have for statutory interest, if you do not pay within the period set out above, we will charge you interest at the rate of 4% per annum above the base lending rate of the Bank of England from time to time on the amount outstanding until payment is received in full. We also reserve the right to withdraw any discount offered.

30. All payments due under these Terms and Conditions must be made in full without any deduction or withholding except as required by law and neither of us can assert any credit, set-off or counterclaim against the other in order to justify withholding payment of any such amount in whole or in part.

31. If you do not pay within the period set out above, we can suspend any further provision of the Services and cancel any future services which have been ordered by, or otherwise arranged with, you.

32. Receipts for payment will be issued by us only at your request.

33. All payments must be made in British Pounds unless otherwise agreed in writing between us.

## **Subcontracting and assignment**

34. We can at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of our rights under these Terms and Conditions and can subcontract or delegate in any manner any or all of our obligations to any third party.

35. You must not, without our prior written consent, assign, transfer, charge, subcontract or deal in any other manner with all or any of your rights or obligations under these Terms and Conditions.

## **Termination**

36. We can terminate the provision of the Services immediately if you:

- a. commit a material breach of your obligations under these Terms and Conditions; or
- b. fail to pay any amount due under the Contract on the due date for payment; or
- c. are or become or, in our reasonable opinion, are about to become, the subject of a bankruptcy order or take advantage of any other statutory provision for the relief of insolvent debtor; or

- d. enter into a voluntary arrangement under Part 1 of the Insolvency Act 1986, or any other scheme or arrangement is made with its creditors; or
- e. convene any meeting of your creditors, enter into voluntary or compulsory liquidation, have a receiver, manager, administrator or administrative receiver appointed in respect of your assets or undertakings or any part of them, any documents are filed with the court for the appointment of an administrator in respect of you, notice of intention to appoint an administrator is given by you or any of your directors or by a qualifying floating charge holder (as defined in para. 14 of Schedule B1 of the Insolvency Act 1986), a resolution is passed or petition presented to any court for your winding up or for the granting of an administration order in respect of you, or any proceedings are commenced relating to your insolvency or possible insolvency.

### **Intellectual property and copyright**

37. Unless specifically detailed in the quote, we reserve all copyright and any other intellectual property rights which may subsist in any goods supplied in connection with the provision of the Services. We reserve the right to take any appropriate action to restrain or prevent the infringement of such intellectual property rights.

38. You undertake that you will not copy or permit the materials we prepare for you for use by a third party. You will not engage in copying of course materials, nor disclose, permit the disclosure, sell or hire the same to third parties, nor use the same for running your own courses, except those licensed and expressly permitted by Exciting Education.

### **Liability and indemnity**

39. Our liability under these Terms and Conditions, and in breach of statutory duty, and in tort or misrepresentation or otherwise, shall be limited as set out in this clause.

40. The total amount of our liability is limited to the total amount of Fees payable by you under the Contract.

41. We are not liable (whether caused by our employees, agents or otherwise) in connection with our provision of the Services or the performance of any of our other obligations under these Terms and Conditions or the quotation for:

- a. any indirect, special or consequential loss, damage, costs, or expenses; or
- b. any loss of profits; loss of anticipated profits; loss of business; loss of data; loss of reputation or goodwill; business interruption; or, other third party claims; or
- c. any failure to perform any of our obligations if such delay or failure is due to any cause beyond our reasonable control; or
- d. any losses caused directly or indirectly by any failure or your breach in relation to your obligations; or
- e. any losses arising directly or indirectly from the choice of Services and how they will meet your requirements or your use of the Services or any goods supplied in connection with the Services.

42. You must indemnify us against all damages, costs, claims and expenses suffered by us arising from any loss or damage to any equipment (including that belonging to third parties) caused by you or your agents or employees.

43. Nothing in these Terms and Conditions shall limit or exclude our liability for death or personal injury caused by our negligence, or for any fraudulent misrepresentation, or for any other matters for which it would be unlawful to exclude or limit liability.

### **Circumstances beyond a party's control**

44. Neither of us is liable for any failure or delay in performing our obligations where such failure or delay results from any cause that is beyond the reasonable control of that party. Such causes include, but are not limited to: travel delays, power failure, Internet Service Provider failure, industrial action, civil unrest, fire, flood, storms, earthquakes, acts of terrorism, acts of war, governmental action or any other event that is beyond the control of the party in question. If the delay continues for a period of 90 days, either of us may terminate or cancel the Services to be carried out under these Terms and Conditions.

### **Communications**

45. All notices under these Terms and Conditions must be in writing and signed by, or on behalf of, the party giving notice (or a duly authorised officer of that party).

46. Notices shall be deemed to have been duly given:

- a. when delivered, if delivered by courier or other messenger (including registered mail) during the normal business hours of the recipient;
- b. when sent, if transmitted by fax or email and a successful transmission report or return receipt is generated;
- c. on the fifth business day following mailing, if mailed by national ordinary mail; or
- d. on the tenth business day following mailing, if mailed by airmail.

47. All notices under these Terms and Conditions must be addressed to the most recent address, email address or fax number notified to the other party.

### **No waiver**

48. No delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy nor stop further exercise of any other right, or remedy.

### **Severance**

49. If one or more of these Terms and Conditions is found to be unlawful, invalid or otherwise unenforceable, that / those provisions will be deemed severed from the remainder of these Terms and Conditions (which will remain valid and enforceable).

### **Non-solicitation**

50. During the term of any contract, and for a period of 12 months thereafter, you will not directly nor indirectly employ or solicit for employment any members of the Exciting Education team, nor its agent's then current personnel. In respect of any breach of this Clause, Exciting Education, in addition to any other remedies available in this Agreement or at law, shall be entitled to recover from you liquidated damages of 75% of the gross annual salary of the member or its agent employed or solicited for employment being a genuine pre-estimate of the lost revenue and the costs of recruiting and training a replacement.

### **Law and jurisdiction**

51. These Terms and Conditions are governed by and interpreted according to English law. All disputes arising under these Terms and Conditions are subject to the exclusive jurisdiction of the English courts.