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## Enrolment conditions – The Retail Academy

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How to register ?

Surf to [www.theretailacademy.be](http://www.theretailacademy.be)

Go to the subscription page and tick the training(s) of your choice.

Fill in your details and submit your registration.

We will confirm your registration within a week of its receipt.

If you don't receive a confirmation e-mail within a week after registering, please contact us on (+32) 02 616 00 50.

How much does my participation cost ?

The cost of the training programme is always stated on the brochure or web site (price excl. VAT). It also includes all the costs for catering and documentation.

How do I pay for the training programme ?

You pay our invoice upon receipt and before the start of the training programme. Be sure to include the structured message in your transfer. This can be found on your invoice.

How can you cancel your subscription ?

Cancellations must be done in writing before the start of the course (the contact information can be found on the confirmation e-mail of your registration).

If you are unable to attend, you can always contact us to move your participation to another date or send a colleague to attend the training programme in your place. This will be done free of charge.

If you are no longer able to attend the training and you need to cancel, you also need to inform us by e-mail, however a cancellation fee equal to the training fee will be charged.

If unforeseen circumstances or an insufficient number of enrolments result in us having to cancel the training programme, postpone the date or change the location, we will let you know immediately.

General Information about the open trainings

Courses can be started if there are at least 6 participants enrolled. Your company may have more than one person for the same training enrolled. For some courses, the number of participants per company is limited (eg to a richer learning possible). If this were the case, you will be informed. For full day trainings, a sandwich lunch will be provided.

## General Information about in-company trainings

As of 6 participants for a module, the training can be organised solely for your business. For more details, please get in touch with The Retail Academy.

## Taylor made trainings/workshops

The aim of The Retail Academy is to accommodate and facilitate the training needs of the retail and Consumer Goods business. We are more than happy to listen to your training needs.

The Retail Academy will investigate the possibilities of your training request. If the proposed training is not available on the market and the training content has sufficient interest for other companies, the training might be developed and organised by The Retail Academy.

## Protection of the privacy

The transfer of personal data to The Retail Academy, happens on your own responsibility. The personal data are protected by the law of 8 December 1992 which imposes precise obligations for the protection of these data.