



# TERMS & CONDITIONS

## Fees for our standard trainings

Fee (plus VAT)	COSIMA go! Getting started Presence	COSIMA go! Getting started Online	COSIMA go! Administration Online	DOCUFY Layouter Basic Know how Online	Online Seminars
Up to 2 months before training date	<b>980 EUR</b>	<b>795 EUR</b>	<b>895 EUR</b>	<b>385 EUR</b>	<b>195 EUR</b>
Less than 2 months and up to 2 weeks before training date	<b>1.100 EUR</b>	<b>855 EUR</b>	<b>980 EUR</b>	<b>440 EUR</b>	<b>240 EUR</b>
Less than 2 weeks and up to 3 working days before training date	<b>1.350 EUR</b>	<b>980 EUR</b>	<b>1.150 EUR</b>	<b>550 EUR</b>	<b>290 EUR</b>

Training documents, catering on the training day for presence trainings (lunch, drinks and snacks) as well as the online follow-up (only for the training "COSIMA go! Getting started") are included.

## Cancellation conditions

In case of cancellation by the participant, the following terms and conditions apply:

- Up until 30 days prior to the training, the cancellation is free of charge.
- Up until 10 days prior to training, 50% of the participation fee will be charged.
- From 9 days prior to training, no refund is possible anymore.

### CEO

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