

NTRL/SRL agrees to supply the Courses to learners with all the necessary training material.

Unless otherwise provided for in the Contract, the obligations of NTRL/SRL shall be limited to the delivery of the Course at the agreed training premises and the delivery of the relevant training materials.

NTRL/SRL shall be entitled to subcontract the whole or any part of its obligations under the Contract to any third party which it may in its absolute discretion determine but any subcontract shall not relieve NTRL/SRL of its obligations.

Persons or groups are required to disclose potential, perceived and actual conflict of interest while executing their duties at the Uganda NTRL

Course Attendance

NTRL/SRL reserves the right to accept or reject trainee. Any request for the inclusion of additional trainees must be in writing providing sufficient details, and should be received at least fourteen (14) days prior to the start of the course.

Learners are required to comply with the rules of conduct on the training premises; these include health, safety and accident prevention regulations among others and also follow any reasonable instructions of the trainers.

The requesting facility shall be solely responsible for nominating learners that have the technical capacity and language level necessary for the relevant course in the language in which it is delivered (in this case English).

Failure to attend a Course as per the relevant confirmation, for any reason whatsoever, shall not entitle the requesting facility to any course price reduction or any right to demand that the Course be dispensed an extended date for the benefit of the absent learner(s).

Postponement or cancellation of a Course

Customer may request for postponement of a confirmed Course, provided it's done fifteen (15) days prior to the commencement of the course.

NTRL/SRL reserves the right to cancel or reschedule a Course Date. In this regard NTRL/SRL, shall endeavor to inform learners as soon as possible of the cancellation or rescheduling. In case of cancellation, a refund of the Course Price to Customer without undue delay will be made and such refund will be the only legible in case of cancellation by NTRL/SRL.

Changes to the Courses

NTRL/SRL reserves the right to make a change in the contents, relocate the site of training and change the instructor(s). NTRL/SRL also reserves the right to develop or update the content of the Courses.

NTRL/SRL will endeavor to accommodate suggestions for changes relating to a Course made by learners if it is considered reasonable and practical.

Training materials NTRL/SRL shall provide training materials in both soft and hard copies in English language.

Learners acknowledge that the training materials provided by NTRL/SRL are protected under copyright law and may not be disclosed to individuals other than the trainees or used for any purposes other than for the training purposes. Under no circumstances may the whole or any part of the training materials be produced or copied in any form or translated into another language without the prior written consent of NTRL/SRL.

Learners acknowledge that the training materials provided by NTRL/SRL do not constitute any user's, operating or maintenance manual for any equipment, system or process, and that NTRL/SRL has no obligation to provide to learners any update to the training materials after the related Course has been given.

Logistics

No logistic services will be provided to the learners other than those expressly set forth in the Contract. Learners/funding agencies shall be responsible for bearing the full costs of all travel, accommodation, meals and other expenses incurred in relation to the Course. NTRL/SRL shall not be responsible for any of such non-refundable expenses in case of cancellation or rescheduling of the Course.

Prices, Payments and Taxes

70% down payment of the costs should be made before commencement of the course. The fee will be invoiced in USD and shall be paid within thirty (30) days of the date of the invoice or before the start of the course.

Confidentiality

Correspondences and information related to the course shall keep confidential unless consent for disclosure has been granted in writing by NTRL/SRL.

Confidential, private or sensitive information regarding CE training records of participants shall be released after acquiring permission from individual participants when identity of participants is disclosed.

NB: There are incidences when permission will not be sought to disclose confidential private or sensitive CE records such as information disclosed to NTRL funders/sponsors, National and international regulatory bodies, accreditation bodies to which Uganda NTRL/SRL subscribes to and among others where applicable.

Access to and release of Training Records

Learners will access copy(ies) of their training records, certificates, among others, from the training coordinator. The request can be sent to the training coordinator using this email. training@ntrl.or.ug.

Response will be provided within ten working days from the date of request.

Non-discrimination policy

Uganda NTRL/SRL does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status; in any of its activities including training therefore the Uganda NTRL/SRL gives equal opportunity to learners seeking training. Persons or groups are required to disclose a potential, perceived, and actual conflict of interest while executing their duties at the Uganda NTRL.

Warranties and liability

The total liability of Training Provider, on all claims of any kind, whether in contract, warranty, indemnity, tort (including negligence), strict liability, or otherwise, arising out of or related to the Contract, or its performance or breach, shall not exceed the Course Price paid for the Course in respect of which the claim is made.

Name _____ **Signature/Date** _____