



## Terms of training Swagelok Nederland

### Sign up

- To sign up for a training please complete and return the registration form.
- After receipt of your completed registration form, you will receive our order confirmation.
- You will receive the invoice at date of training.
- Every participant should be at least 18 years old upon commencement of the training.
- By completing and returning the registration form the client confirms having read and accepted the training terms of Swagelok Nederland.

### What you need prior to commencement of the training:

#### - VCA training

- The participant has to present a valid ID upon commencement of the training in connection with the exams.
- For the practical part, it is mandatory to bring the following personal protective equipment:
  - Coverall or lab coat with long sleeves
  - Safety shoes
  - Safety glasses

Upon entry, compliance with the above will be checked. If not complete, we regret to inform you that we must deny you access to this training. See also the Examination Execution Regulations (UVE) at: [UVE \(ssvv.nl\)](https://www.ssvv.nl).

#### - Essentials Fitting, Inspection & Bending training

- For the practical part having the following protective equipment is obligatory: safety shoes.
- **- Other training**
- No supplies needed.

### Intellectual property

- Swagelok Nederland reserves the right to pursuant to the Copyright Act.
- All documents Swagelok Nederland provided to the participants, including brochures, training material, manuals, sheets, syllabi and other written material used during the training programme are exclusively meant for the participant and shall not be multiplied, disclosed or shared with third parties without the prior consent of Swagelok Nederland.
- Making audio recordings during training sessions is not allowed.
- Photography and filming: video recordings during training sessions is permitted at certain times.  
During training sessions Swagelok Nederland may take pictures, make movies and sound recordings. This material remains property of Swagelok Nederland at all times. Swagelok Nederland has the right to use this material for its own (communication) purposes.

### Cancellation

- You may cancel by telephone or email.
- You may cancel up to 10 working days prior to commencement of the training, in which case € 95 per person will be charged for administrative expenses.
- If you cancel between 6 and 10 working days prior to commencement of the training 50% of the participation fees will be charged per person.
- If you cancel less than 6 working days prior to commencement of the training 100% of the participation fees per person will be charged.
- In the event of cancellation beforehand the participant shall have the right to have a person replace him who meets the admission requirements. Provided cancellation takes place up to 10 working days prior to commencement of the training.
- In case of No-Show 100% of the participation fees will be charged per person.

### Alterations

Swagelok Nederland reserves the right to cancel training prior to commencement, in which case participants are to receive the entire fee and also they will be offered an alternative date.

### Liability

Swagelok Nederland shall not be held liable for damage to the property of the client and third parties nor for any other damage, including trading loss and consequential loss if this loss is related to (travel from and to) the training location or to the content of the training. The client indemnifies Swagelok Nederland against all claims by third parties in this respect.

### General

Our General Terms and Conditions can be downloaded from our website or via QR code below.



**Swagelok Nederland**  
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**Swagelok**

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