

Terms and Conditions

These Terms and Conditions (**Terms**) apply to coaching and training to be provided by Achieve ThySelf (**we, us, and our**) to the entity procuring the training for its personnel or other nominated participants (**you**).

Payment and confirmation of training

All training fees (plus applicable taxes) set out in the Order Form or quote must be paid in full to secure the training on the agreed date.

Each training session is limited to a maximum number of individual attendees. Achieve ThySelf will not unreasonably withhold its agreement to increase that cap, provided that additional training fees (plus applicable taxes) may be payable for additional attendees.

Cancellations and changes

If you need to cancel a course or change the date or location of the course (a **change**), you must advise us in writing as early as possible. The following policy applies to any change.

- If you make a change less than 20 business days, but more than 10 business days, before the training date, you must pay a change fee of 50% of the training fees (so, if the course is cancelled, we will only refund you 50% of the training fees).
- If you make a change within (and including) 10 business days of the training date, you must pay a change fee of 80% of the training fees (so, if the course is cancelled, we will only refund you 20% of the training fees).

We may make a change due to a reason beyond our control (including trainer illness). Achieve ThySelf will provide you with as much notice as possible if this occurs. We are not responsible or liable to you or any attendee for any loss or expenses incurred due to that change.

Pre-purchases

You may purchase training sessions in bundles in advance by paying the training fees (plus applicable taxes) in advance. The dates for the training will be agreed by the parties (both acting reasonably) on request by you. Pre-purchases are non-refundable and must be used within 12 months of the purchase date.

Right to use training material

All intellectual property rights in any training material provided by us are and remain owned by us. You and the attendees may only use the training material to assist in the proper use of any Achieve ThySelf product, and for no other purpose. In this clause, **training material** includes any training manual or exercise, or any note made by an attendee during the training session.

Liability

Our liability under or in connection with the Terms or relating to the training must not exceed the fees paid for the training session to which the liability relates. Without limiting the previous sentence, we exclude all liability for indirect, consequential or incidental loss or damage, or for loss of profit, savings,

business, revenue, and/or goodwill, arising under or in connection with the Terms or relating to the training.

Entire agreement

The Terms set out the entire agreement between us relating to training. No customer terms (whether attached to the Purchase Order or quote, or otherwise) will apply.