

LEARNING AGREEMENT

These terms and conditions related to related to the provision of **all international approval courses like NEBOSH , IOSH , IRCA & etc.**

- 1- All learners are required to complete a Training Registration form to provide necessary personal details such as current address, contact telephone number , e-mail address , date of birth etc. This information will be passed on to the awarding body for the purposes of student registration. This information is not given to any other parties or other learners without prior consent .
- 2- Learners are required to contact Experts Center/ Publishers when and if their contact details change.
- 3- On receipt of a Training Registration form Experts Center Will send an invoice for the course fee. This invoice must be paid before any course materials are sent out or tutorials arranged, unless the two parties has agreed to the other period of payment.
- 4- Training course materials provided remain the copyright of Experts Center and must not be reproduced or passed to any third party for reproduction in whole or in part.
- 5- Learners who do not obtain all or specific units of an award during their initial learning contract with Experts Center, but at a later date wish to complete, can opt to re-take the exam at an additional cost (subject to date availability).
- 6- All examinations run by Experts Center will be conducted according to awarding board requirements.
- 7- Learning materials, certificates/ parchments and results has to be collected from Secertry , training coordinator & approved third party working with Experts Center during the working hours and should not be collected from the awarding body directly .

- 8- Booking are subject to availability at the time of receipt of this form.
- 9- Courses are subject to cancellation if minimum bookings are not received, when full refund will be made or transfer on another date arranged , by agreement.
- 10- Cancellation by delegates cannot be accepted after the registration closing date .
- 11- A Full refund can be made at any time before the pre determined registration closing date which is mentioned in the course outline document.
- 12- For the NEBOSH OBE candidates will receive NEBOSH Assessment Registration Confirmation – ARC - before exam closing date and time and will receive the units result between 1 to 3 working days after it published by NEBOSH.
- 13- By signing this agreement, you acknowledge receipt of a copy of the forms and policies mentioned in Appendix A attached to this Agreement and agreeing to all points.
- 14- If you are agreeing for all above points please sign below.

➤ **Learner name :**

➤ **Date :**

Appendix A

Experts Forms, Contact info & polices		نماذج، سياسات ،بيانات اتصال مركز اكسبيرتس
1	Course Outline	محتويات البرنامج
2	Registration Form	استمارة التسجيل
3	Joining Instructions	ارشادات الالتحاق
4	Data Protection Policy	سياسة حماية البيانات
5	Equality Policy	سياسة المساواة
6	QHSE Policy	سياسة الجودة والصحة والسلامة والبيئة
7	Students Complaints Procedure	إجراءات شكاوى الطلاب
8	Your Training Coordinaoor, Advisor contact information and CV.	معلومات الاتصال والسيرة الذاتية لمنسق ومستشار التدريب الخاص بك.
9	Website الموقع الالكتروني لمركز اكسبيرتس	www.expertstc.com
10	Email and mobile of the management ايميل وموبايل إدارة المركز	info@expertstc.com 00971544054848

NEBOSH Forms, Links & polices		نماذج، سياسات روابط مؤسسة النيبوش
1	Syllabus Guide for Learners	دليل المنهج للمتعلمين
2	Refund policy and procedure	سياسة وإجراءات استرداد الأموال
3	Special Considerations Policy	سياسة الاعتبارات الخاصة
4	Appeals policy and procedure	سياسة وإجراءات الاستئناف
5	Malpractice policy and procedures	سياسات وإجراءات سوء الممارسة والاشتباه
6	Enquiry about Result Policy	سياسة الاستعلام عن النتائج
7	NEBOSH website موقع النيبوش	www.nebosh.org.uk
8	SQA website موقع النيبوش	www.sqa.org.uk