

Q-DAS Training Terms and Conditions

1. Course offer

The courses offered can be public or private. Please ask for the relevant documentation for company internal training courses in your or our facility. We will be happy to handle special course subjects not mentioned here on request. All courses will be given in English. Additional languages may be available upon request. Translation fees will be applicable.

2. Training facilities and equipment

The courses are usually held in our training facility at Rochester Hills, MI. We provide a pleasant working atmosphere, including a workstation for every participant (maximum ten participants per course). For external courses, more than six participants may be acceptable. Please discuss this with the trainer.

3. Preconditions

Please note that for participation in one of our seminars, preconditions must be fulfilled. Participants must be computer literate, i.e. Windows. A basic knowledge of statistics is useful. If you are uncertain whether you fulfill the preconditions, please talk to a representative about taking a course to enhance your computer or statistical background.

4. Registration

After sending us your registration, you will receive a phone or email confirmation. The number of participants is limited. Registrations are treated according to their date of entry; for this reason we kindly ask you to make an early reservation. Seminars may be canceled in case of insufficient registrations or for other important reasons even after confirmation of registration. You will then be offered another date depending on availability. Any further claims exceeding these conditions do not exist.

5. Cancellation

If registration is canceled up to two weeks prior to course date, half the seminar fee will be charged. In case of cancellation one week prior to course date, early leave or absence without cancellation, the agreed seminar fee must be paid in full.

6. Catering

If training is offered at the Q-DAS Inc. facility, we will offer seminar participants beverages during breaks, a daily lunch, and snack to start off the day.

7. Documentation

At the beginning of the seminar each participant will receive study documentation, which usually consists of a manual and writing materials as well as a training booklet with prepared exercises. Please note that the Copyright for the documentation lies with us. The participant commits himself to regard the copyright of the software used in the seminar and not to take any illegal copies.

8. Seminar Fee

The seminar fee is payable without deduction upon confirmation of registration and receipt of invoice. All prices are net for internal courses. The price includes documentation and catering for a maximum of six person. For

additional documentation, the customer will be charged \$80.00 per person after six people.

9. Course Schedule

The courses begin daily at 8:30 a.m. and conclude at 4:30 p.m. Lunch break is one hour. Upon request, our instructors are available for discussion after 4:30 p.m.

10. Certificate of Attendance

After conclusion of the course and receipt of payment every participant will receive a certificate of attendance, if he/she was present for the full course.

11. Accommodations

For courses at Q-DAS Inc., we can include a list of hotels and driving directions with registration. Please arrange booking on your own.

12. Travel and Expenses

For external training courses, at a customer's facility, the customer pays for all travel and accommodation expenses incurred by the instructor. See details below.

13. Flights

If total flight time, including transfers and layovers, amounts to less than six hours, unrestricted coach class is required. If total flight time, including transfers and layovers, amounts to more than six hours, business class is required.

14. Visas

International Visas and other special conditions that may apply for International travel will be charged at cost.

15. Ground Transportation

Car rental, bus, train and taxi fees will be charged at cost. An intermediate car is required for rentals. If a Q-DAS vehicle is used for transportation, mileage will be charged at 37.5 cents per mile.

17. Travel time

Travel time will be charged at \$50.00 per hour, up to a maximum of ten hours per day.

18. Meals & Accommodations

Q-DAS trainers will find reasonably priced hotels and dining where practical. All expenses will be charged at cost.

19. Customization

Price will be given on application for customer configuration of courses.

20. Preparation time

A premium may apply to training courses arranged with less than two weeks notice.

21. Customer's training facility

The customer must provide a training facility with a screen to project instruction materials and a computer for each student. Each computer must have Windows and Microsoft Office installed.

Non-compliance to the above conditions will result in full payment of the course.