

Terms and Conditions

Policy:

Should you need to cancel or reschedule an enrollment, please do so at least 10 calendar days prior to the course start date to avoid a cancellation charge.

We will do our best to suggest suitable alternatives to your original training.

Participants canceling or rescheduling an enrollment 1-9 days prior to the class start date, will be charged 50% of the Course fees.

Participants who do not cancel or reschedule and do not show up for the class will be charged full payment i.e. 100% of the Course fees.

ILLUMINAT reserves the right to cancel or reschedule a class based on low enrollment.

Participants are requested to sign in 15 minutes before the start of class on the first day. Business casual attire is appropriate. All Course materials are provided by AIIM Global Education Services.

The Materials (including, without limitation, the exam and course materials) in their entirety are AIIM's confidential material and are protected by copyright and trade secret law. Participants agrees and acknowledge that Participant is expressly prohibited from disclosing, publishing, reproducing or transmitting any Materials (including, without limitation, the exam and course materials) in whole or in part, in any form or by any means, for any purpose, without the prior express written permission from AIIM. Any breach of these laws by a Participant will result in Participant's disqualification from the Program and may subject Participant to civil and/or criminal penalties.

Participant acknowledges and agrees that Participant will not be entitled to use or display any Program names, designations, marks and logos unless and until Participant has successfully completed the Program (including, without limitation, passed the exam) and has executed the Program license agreement provided by AIIM.

For Private/Onsite Training Events:

Cancellations or rescheduling of on-site training, 1-14 days prior to the on-site training start date, client would be charged 50% of the course fees.

Participants who do not cancel or reschedule and do not show up for the class will be charged full payment i.e. 100% of the Course fees.



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