

# Terms and Conditions

## SmartRPA Open University Course Registration and Participation

### Registration

By filling out and submitting the Open University registration form, you agree that you are creating a binding registration for the course selected.

All registrations are confirmed by e-mail.

### Course Full/Cancelation

If a course is fully booked, we will let you know as soon as possible, and you will be offered a seat on the next available course.

SmartRPA reserves the right to postpone or cancel a course. SmartRPA cannot be held responsible for expenses related to transportation, hotel bookings, etc.

### Rescheduling or Cancelation by Customer

Cancelation by customer has to be in writing. Please note that the terms of cancelation are also in effect with regards to illness.

Upon rescheduling or canceling participation in a course within three weeks of course start, 30% of the posted course fee is due. Upon rescheduling or canceling participation in a course within two weeks of course start, the full course fee is due.

Whenever you change your registration, the above is in effect. Starting with your second change to your registration, a DKK 500 (excluding Danish Vat.) administrative fee will be added to the fees mentioned above for every change.

### Price/Invoice

Included in the course fee is participation in the course, lunch, and refreshments during breaks.

Furthermore, the fee covers electronic access to the SmartRPA Best Practices Guide. All prices are excluding Danish Vat.

Breakfast and accommodation are not included in the registration fee.



Once we have confirmed your registration, you should expect to receive the invoice for the course.

### More Information

If you need more details regarding the technical content of the course, please contact our course administration at [training@smarttpa.com](mailto:training@smarttpa.com).

### Disclaimer

SmartRPA reserves the right to change the time, place, instructor, content, and price of the course. SmartRPA cannot be held liable for any spelling errors in the content.

### Certificate of Participation

All participants will upon course completion receive a personal SmartRPA Course Certificate.