



ADVANCING
PUBLIC
TRANSPORT

UITP E-learning series – Best practice and innovation in public transport

UITP Terms & Conditions

1. AGREEMENT & REGISTRATION PROCEDURE

This agreement is between International Association of Public Transport (“UITP”), a Belgian incorporated company under the number 0544.198.506, with registered seat at rue Sainte Marie 6, 1080 Brussels,; and you, (“Participant”) regarding the participation in online training module organized by the UITP (“online training module”).

By “you” or “your” we mean the Participant.

By completing and submitting the registration form, the Participant expressly and unconditionally agrees to be bound by the present terms and conditions (“Terms and Conditions”).

More information about the online training module can be found on the following [page](#).

2. PRICE AND PAYMENT

Payment of Payment of your registration fee is due on completion of your registration to guarantee your participation. As soon as your registration form is received, you will receive a confirmation email and an invitation to pay / an invoice will be issued on your behalf. The Participant is required to check carefully the content of the confirmation email and invitation to pay / invoice. Any error must be reported to UITP within 24 hours via email to sunita.kelecom@uitp.org.

The payment needs to be received within maximum 2 weeks following the sending date of the invitation to pay.



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Only members of the UITP are entitled to participate to the online training modules. UITP will in any case verify your membership status to ensure that you are entitled to access this service.

To access this membership fees must be paid in full at the time of registration. In absence thereof, you will be required to pay a balance prior to obtaining access to the online training module.

Payment should preferably be processed online by credit card (MasterCard, Visa or American Express) during the online registration procedure. Credit card charges are supported by the Training Participant. If you are not able to pay by credit card, bank transfer payment is also permitted. Note that a proof of payment should be sent to sunita.kelecom@uitp.org if you register less than two (2) weeks before the online training date. Bank charges are supported by the Training Participant.

For payments on regional UITP bank accounts, an additional fee will apply to cover any bank charges and/or any local or national taxes. For more information, please contact sunita.kelecom@uitp.org.

3. VAT

Different VAT rules are applicable:

- 1- Belgian companies with a valid VAT number will be charged 21% VAT
- 2- Belgian companies or private persons without a VAT number will be charged 21% VAT
- 3- European companies with a valid VAT number will not be invoiced any VAT. Following will be mentioned on the invoice : REVERSE CHARGE APPLIES
- 4- European companies without a (valid) VAT number → VAT of the country in which the company is situated will be charged
- 5- Non-European company without VAT number, no VAT will be charged

If you require further information, please contact the UITP by sending an email to the following address: sunita.kelecom@uitp.org.

4. CANCELLATION POLICY

UITP reserves the right to postpone an online training module up to 21 days prior to the day of the course. UITP also keeps rights to change the module contents and trainers. UITP also keeps rights to change the module contents and trainers.

Please note that it is **not possible to cancel at all once a participant is registered.**



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5. INTELLECTUAL PROPERTY

Title to all documents, software, and other materials in any other media given or made available to the course participants by or for UITP shall always remain with UITP. Without limiting the generality of the foregoing, no part of such materials may be reproduced, reformatted or transmitted in any form by any means, electronic or mechanical, including photocopying, recording or any information storage or retrieval system without prior written permission from UITP at its sole discretion.

As per UITP's intellectual property corporate policy, you understand and agree as a participant that it is prohibited to take pictures, perform videotaping and voice recording of the training session and/or training materials.

6. LIABILITY

To the extent permitted by applicable law, the UITP shall not be liable for any direct or indirect damages resulting from involuntary fault or minor errors in connection to the Training. This includes any damages caused by third parties, whether or not they have any direct link with the UITP. The UITP will however be liable in case of grave error or wilful misconduct committed by itself or any of its employees.

Without prejudice to the previous clause, any liability of the UITP shall in any case be limited to an amount equal to the registration fees paid by the Training Participant.

The Training Participant shall indemnify and hold the UITP harmless for any claims, actions, damages, liabilities and/or costs brought against the UITP, its employees or agents in connection with the Training which arise as a direct or indirect result of actions, omissions or negligence of the Training Participant.

7. AMENDMENTS

UITP reserves the right to make amendments to the programme or any related activities to the UITP Training at its discretion. UITP reserves the right to modify or complete at any time the provisions of the present Terms & Conditions and will inform the Training Participant about such modifications.



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8. PERSONAL DATA

UITP is committed to protecting your personal privacy in accordance with the applicable laws on the protection of privacy and processing of personal data.

The UITP may collect personal information directly from the Training Participant when submitting personal information for example via electronic means such as e-mail, the registration form... This information can be used for the purposes of the Training and to inform the Training Participant about any future events or activities organized by the UITP. The UITP will not sell or rent to third parties any personal information provided directly to them or through their website but may share the data with UITP exhibitors or sponsors for the purpose of the Training. The Training Participant may request access to their personal information held by the UITP about them, including to update or correct any inaccuracies.

Should you have any questions or concerns about the Terms and Conditions or the collection of information, you can contact the UITP at the following email address: sunita.kelecom@uitp.org.

9. JURISDICTION AND APPLICABLE LAW

The Training and the Terms and Conditions are governed by and construed under Belgian law. Any dispute arising out of or in connection with the Training or the Terms and Conditions, including any question regarding its existence, validity, interpretation or termination, shall be exclusively referred to the Courts and Tribunals of the Brussels' district.

The Training Participant shall, in case of discussion about the application or interpretation of the Terms and Conditions, first seek an amicable solution with the UITP before starting legal proceedings.

If any of the provisions of the Terms and Conditions must be regarded as void or invalid, the remaining provisions of the Terms and Conditions retain their full legal force.