

Public Courses Regulations

hereinafter referred to as „the Regulations”:

I. General provisions

1. Public Courses are organized by Sages sp. z o.o., with a registered office in Warsaw at Nowogrodzka 62c, entered in the register of entrepreneurs, maintained by the District Court for the capital city of Warsaw, 13th Commercial Division of the National Court Register, no. KRS 0000313297, Tax Identification Number NIP 1132737407, with the share capital of PLN 50 000, hereinafter referred to as “Sages”.
2. “Public Courses ” are training courses covering the scope and organized within the periods described in detail in the training offer at <http://www.sages.com.pl>, for which any person interested in the training topic may register.
3. “The participants” are the persons who have expressed their willingness to participate in a training course offered by Sages by sending the completed registration form.
4. “The registration form” is available on the website of the selected courses offered by Sages at <http://www.sages.com.pl>.
5. “The application form” is the form sent to the Participants e-mail address, provided in the registration form..

II. Application and conditions of participation

1. Courses are organized provided that the required number of Participants have confirmed their attendance.
2. 7 Days prior to the course, Sages will send the Participants via the email specified in the registration form, a confirmation with details pertaining to organization and payment methods. Upon receipt of the confirmation by the Participant, the course date becomes a date warranted by Sages. If the Participant has been informed of a cancellation or change of date of the training at least 7 days prior to the planned date of commencement, the Participant shall not be entitled to a compensation for any related damages.
3. The number of participants of courses organized by Sages is limited and specified each time at Sages website.
4. The prerequisites for participation in trainings organized by Sages include:
 - a. Getting familiar with these Regulations and acceptance of their provisions by the participants,



- b. Declaration of intent to participate in the course confirmed by sending a completed registration form,
 - c. Completing and returning the signed application form via post to the address of the registered office of Sages or via e-mail to the address biuro@sages.com.pl,
 - d. Receipt of a confirmation of participation in the course by the Participant,
 - e. Making the payment by the Participant in accordance with the provisions of these Regulations, specified below.
1. In the case of reaching the limit of the maximum number of participants in the training, in which the Participant has expressed willingness to attend, Sages will inform the Participant of this fact immediately. In such case, the Participant will be placed on the waiting list. If any other Participants resign from attending in the course, the Participant entered on the waiting list will be informed by Sages of this fact, and, in the case of declaration of their willingness to participate and making the payment, the Participant will be admitted to take part in the course.

III. Payments

1. Payment for the training course should take place on the basis of the confirmation of organization of the course by Sages and on the basis of an issued pro forma invoice.
2. The Participant should make the payment within 6 days after obtaining the pro forma invoice.
3. The VAT invoice will be issued by Sages and sent via post to the address specified by the Participant in the application within 7 days from the date of completion of the training or handed in during the training.
4. The training course price includes: participation in the course, a complete set of course materials, refreshments during the coffee break, lunch and certification of participation in the training. Sages does not provide transport and accommodation during the training. The price may also include other course components, included each time on the website of the courses.

IV. Withdrawal of the Participant from the training course

1. Withdrawal of the Participant from attending the training course should be sent via post to the address of the registered office of Sages or via e-mail to the e-mail address biuro@sages.com.pl. In the case of withdrawal from participation sent at least 7 days prior to the date of commencement of the course, the Participant will be entitled to reimbursement of the entire course fee.
2. In the case of withdrawal by the Participant from attending the training course within less than 7 days prior to the planned course date or a failure of the Participant to attend the training course on the course commencement date, the



Participant will be entitled to a return of the payment made with a deduction of the costs borne by Sages in association with organization of the training, amounting to 50% of the course price.

V. Course cancellation by Sages

1. Sages hereby reserves the right to cancel the training course, change the course date or location up to 7 days prior to commencement of the course, and undertakes to inform the Participant of this fact immediately.
2. In the case of cancellation of the training course within less than 7 days prior to the date of commencement of the course due to reasons beyond the control of Sages, including force majeure, the amount paid by the Participant for attending the training course will be returned to the Participant in full after the Participant has provided the account number, to which the payment should be transferred, or via a postal order to the address indicated by the Participant. Reimbursement should take place within 14 days from the date of the receipt of the information indicated above.

VI. Personal data protection

1. The personal data administrator is Sages Sp. z o.o., with a registered office in Warsaw at Nowogrodzka 62c.
2. According to the Act on personal data protection of August 29th, 1997 (Journal of Laws no. 133 of October 29th, 1997 item 833), Sages will not transfer the personal data of the Participants to unauthorized persons and entities.
3. Personal data is gathered exclusively for the purposes associated with performance of the training course.
4. The Participant will have the right to access and modify their personal data.
5. The provision of personal data is voluntary; however, it is necessary for the purpose of conducting of the training.

VII. Complaints

1. Any complaints, along with a detailed description of the problem, can be reported via e-mail to the address biuro@sages.com.pl or via post to the address of the registered office of Sages.
2. Any complaint will be considered within 14 days from the date of delivery of the complaint notification by Sages.
3. Information on consideration of the complaint shall be sent to the e-mail address of the Participant, to which the Participant hereby gives consent, or - in the case of a



complaint reported via post - to the correspondence address, provided by the Participant.

VII. Final provisions

1. The Participant should not provide any illegal content. By accepting these Regulations, the Participant hereby undertakes to refrain from violating this prohibition.
2. In matters not regulated by these Regulations, the provisions of the Civil Code shall apply.
3. These Regulations are subject to change. Information concerning amendment of the Regulations shall be provided on the main page at <http://www.sages.com.pl> no later than 14 calendar days prior to introduction of the amended Regulations. The conditions binding for the Participants are those applicable on the date of sending of the booking form.
4. This Regulations shall be governed, construed, and enforced in accordance with the laws of Poland, without regard to its conflict of laws rules.
5. The Regulations shall come into force on February 1st, 2015.

