

Terms and conditions for carrying out Open Trainings from the programme of Apeiron Academy, Accredited Centre of the Chartered Institute of Public Relations (CIPR)

General Information for Apeiron Academy Open Trainings:

Apeiron Academy is a programme of trainings, part of Apeiron Communication, which includes three different forms of education.

- ✓ **Open trainings:** The programme of the Open trainings is published on Apeiron Academy's site – www.apeironcommunication.com/academy/trainings in September for the new academic year. The programme, the lecturers and the dates for these trainings are announced in advance and are open for registration for all that are interested. You can read more about the terms and conditions for carrying out of open trainings below.
- **Registration:** To participate in Apeiron Academy training you have to register no later than 5 days before the announced date of the training.
- **Location:** All trainings are carried out at Apeiron Academy's training hall at Iskar 54 Street in Sofia, unless there is other published information on Apeiron's website or you haven't received any messages for a change from a member of Apeiron team.
- **Fee:** In the fee for whole-day training is included: materials for the training, coffee breaks and lunch. There is a condition for vegetarian meal.

⇒ How to register?

- ✓ **Step 1:** Fill in the online registration form – http://apeironcommunication.com/downloads/Enroll_Trainings.doc
- ✓ **Step 2:** Send it to apeiron@apeironcommunication.com
- ✓ **Step 3:** You will receive a confirmation of your application. In case you don't receive any in the next 24 hours, you can contact Project Coordinator on telephone 02/8117855 or at apeiron@apeironcommunication.com to check if your application had arrived.

⇒ Conditions for the services:

- **Payment:** Unless there aren't other reservations, the payment for the training has to be made no later than 3 days before the attending training.
- **Payments are made only through bank transfer for:**
Apeiron Communication
IBAN: BG88 PRCB 9230 1011 197911
BIC: PRCB BGSF
Bank: ProCredit Bank, Dondukov branch
- **Information** about the starting time and the full program of the training is sent to the participants 2 or 3 days in advance to it.
- Apeiron Academy is not responsible for the payments of the training participants for transport or accommodation.
- Registration for training can be made after registration is closed, only if there are any vacant places left.

⇒ **Terms and conditions in case of cancellation or change of the date for the training**

- Apeiron Academy has the right to make changes in the schedule of its training program. In such case Apeiron Academy is responsible for informing the participants in advance.
- Apeiron Academy has the right to cancel training within the framework of up to 3 days before the announced date and to set a new date or to refund the paid fee to the participants on their request.
- Apeiron Academy gives the right to every participant to send a substitute for training in case the registered participant can't attend. The change has to be told in advance.
- Financial sanctions for refusal from training are as follows:
 - ✓ In case of cancellation which is more than 5 days before the training – 100% refunding of the paid fee.
 - ✓ Cancellation which is from 3 to 5 days before the training – 50% refunding of the paid fee.
 - ✓ Cancellation in the last 2 days before the training results in no refunding of the paid fee.

⇒ **Special terms and conditions & reductions**

Apeiron Academy has the policy to give special terms and conditions for participation in trainings when:

- There is a registration for 3 or more trainings for one educational year.
- There is a registration of more than 3 participants from one firm/organization.

Please contact Apeiron Academy to receive more information for any specific case.

⇒ **Additional information for Apeiron Academy:**

- We will be grateful if we can help with additional information related to the work of Apeiron Academy – training program, future projects of the Academy.
- Don't hesitate to send your questions on apeiron@apeironcommunication.com or call us at (+359 2) 8117855, or send us a fax at (+359 2) 8117866.
- You can also send your letters to:

Apeiron Communication
Iskar Str. 54
Sofia 1000
Bulgaria

We are looking forward for you and thank you for the interest in Apeiron Academy 😊