



## FileMaker Training Events

### Standard Terms and Conditions

#### Event Registration and payment of class fees

- Fees are payable in full in advance to confirm your registration. Your payment must be received at least two weeks prior to the start of a scheduled training event in order to reserve your place.
- In addition, class sizes are capped to ensure a high quality experience for all attendees, and limited places in each event will be allocated in the order that payment is received.
- Where the number of paid registrations for an event exceeds places available, applicants whose payment is received after the event becomes full will be offered the option to:
  - remain on a standby list (in case there is a cancellation)
  - receive a full refund, or
  - transfer enrolment to a subsequent NightWing training event (of equivalent duration/cost).

#### Cancellation deadline and refund conditions

- You will be permitted to cancel your registration for an event and obtain a full refund providing notice of cancellation is received at least two weeks (ten working days) prior to the scheduled commencement of the training event.
- In the event of attendee cancellation with less than the required notice period, the fee will not be refunded. However, by arrangement, you may nominate someone else to attend in your place.

#### Other requirements and expectations

- Unless otherwise indicated, you should bring a portable/laptop computer with you to each day of training, and the device should meet the minimum hardware and operating system requirements to run the current version of FileMaker Pro, (as per Tech Specs at: <http://www.filemaker.com/products/filemaker-pro>).
- If you do not have a copy of current FileMaker software, it will be provided free of charge for use in the training event (you will be required to remove it from your device at the conclusion of the event).
- On the first day of your class, aim to arrive a little early for orientation and setup so that the class can get underway on time.
- If you have any dietary requirements or restrictions, or any special needs regarding mobility etc, please advise us at least ten days in advance of the start of the event (if possible, please include this information in the comments section of your online application to attend).