

Terms and Conditions

AGREEMENT BETWEEN GLOBAL TRADE ACADEMY AND CLIENT CONCERNING the SALE OF TRAINING SERVICES AND PRODUCTS

All registrations for Global Trade Academy courses or purchases of materials must be made in writing (by letter, fax, e-mail) or through the website registration page. Registrations or purchases made by phone are not valid until confirmed by the above-referenced methods and payment is received. You are advised to read and understand the terms and conditions outlined below.

To register:

You may fax a letter requesting registration to Global Trade Academy at 609-896-2025 or mail it to:

Global Trade Academy
174 Nassau Street,
Suite 328
Princeton, NJ 08542

Online registrations (www.learnatgta.com) are confirmed as soon as payment is received.

Once we have received your registration request, we will send you confirmation by email within 5 working days. Venue details will be issued approximately 2-3 weeks prior to the course.

Any and all fees associated with promotional memberships must be paid in order to receive any discounts, refunds, or other considerations included with the promotional membership program. Promotional membership fees are not refundable.

Payment:

All pricing is in United States dollars (USD) only, and payments must be made in United States dollars. Payment must be received before the start of the course or workshop. We will accept checks, made payable to Global Trade Academy or credit card (VISA, MasterCard, Discover Card, and American Express). We will also accept a cashier's check.

Tax

Prices are inclusive of any tax (including VAT, GST for certain countries), and where relevant or Tax exempt for educational purposes, when applicable.

Transfers:

We will do our best to accommodate you if you need to transfer your registration to another Global Trade Academy course, but we do not guarantee the availability of your new choice. There is no charge for transferring your registration to another course, provided you notify the Global Trade Academy in writing (letter, fax or email) no later than 10 working days in advance of the earlier of either the new or original course date. However, a transfer fee of \$50 will be applied if the transfer request is received less than 10 working days in advance of the earlier of the new or original course. If you are unable to transfer into the new course, you are still guaranteed your place in the original course and are responsible for either attending as originally planned, or fulfilling the conditions outlined below for canceling your original registration.

Canceling Your Registration:

If you notify the Global Trade Academy in writing (letter, fax or email) no later than 10 working days before the start date of the course, you will receive a full refund, minus an administration fee of \$50. If you so choose, and an acceptable course is available, you may transfer to another course at no cost.

Unfortunately, if you withdraw from a course with less than 10 working days notification to Global Trade Academy, no part of the cost of the course will be refundable.

For the Customs House Broker Exam Preparation Workshop: all sales are final once the CBH course materials are received; no payment will be refunded. If course materials have not yet been received, notification of cancellation or withdrawal must be received in writing two weeks in advance for a full refund.

Cancellation by the Global Trade Academy:

When circumstances dictate, Global Trade Academy reserves the right to alter published dates, materials, course leaders, fees or venues without prior notice. Global Trade Academy will endeavor to avoid such actions and will minimize any impact on attendees to the extent reasonably possible, but should the necessity occur, in such cases its liability will be limited to a refund of any course fee paid. In such cases, we will assume no liability for travel costs or expenses claimed to be associated with the cancellation of our courses.

Liability:

Global Trade Academy does not accept responsibility for anyone acting as a result of information or views expressed on its workshops, courses or webinars. Opinions expressed are those of individual speakers or faculty and not necessarily those of the Global Trade Academy.

General Terms for Registration:

Global Trade Academy is not responsible for any expenses incurred by registrants due to course changes or cancellations, including hotel and airline reservations.

Every attempt is made to offer our courses as announced. Global Trade Academy reserves the right, however, to change course leaders, locations, dates, times and fees to accommodate unanticipated occurrences.

Global Trade Academy will charge a \$50 fee for any check returned for insufficient funds. Partial refunds will not be granted for partial attendance.

Fair Use:

Recording of a course or copying of the materials by any means other than by taking class notes is strictly prohibited and this condition will be actively enforced. The contents and materials of the courses and other products of Global Trade Academy are the sole property of Global Trade Academy and may not be reproduced or distributed without the advance express written permission of Global Trade Academy.

Global Trade Academy reserves all rights of admission:

Webinar registration is per person for one individual at one computer and one audio connection (computer or phone). Additional attendees are expected to register. Companies may contact Global Trade Academy to request information on group discounts.

Client information

By submitting registration details, clients agree to allow Global Trade Academy to contact them regarding course information and send them promotional materials regarding its products and services via email or other means.

These terms and conditions represent the entire agreement of the Global Trade Academy and those attending its courses as to terms and conditions governing Global Trade Academy courses. They may not be altered by parol evidence or testing of any kind.

BY REGISTERING TO ATTEND ANY GLOBAL TRADE ACADEMY PROGRAM YOU AGREE TO THESE TERMS & CONDITIONS.

Do you agree to the terms and conditions of our T&C Policy?*