

## **OIL&GAS COURSE-TERMS AND CONDITIONS**

Please read the following terms and conditions carefully. They include the binding terms under which Wataalamu Oil Consultancy Ltd will be providing training.

### **REGISTRATION & PAYMENT**

Wataalamu Oil Consultancy Ltd would appreciate receiving registrations at least five working days before the course schedule. Requests for registrations are done through the official email [oilandgascourse@wataalamuoil.com](mailto:oilandgascourse@wataalamuoil.com) only and are confirmed upon confirmation of quorum required (see below) and on receipt of payment. On receipt of requests, a reply will be sent with an acknowledgment of your request, and subsequent confirmation of your booking. The client will receive further information regarding the payment of the course fees and online access procedure on confirmation of registration.

Please note a minimum of 10 attendees is required to hold the course, and there is a maximum of 30 attendees per course to ensure all attendees can have active participation in the classes. Registrations will be confirmed, and payment requested on confirmation of the minimum required number of attendees to run each course. Where a scheduled course does not proceed due to not meeting quorum, participants will be given the options for future course dates.

Wataalamu Oil Consultancy Ltd may use participant contact information (email or telephone) for the following limited purposes: (a) to provide updated class information and other information related to professional development in the Oil & Gas industry, (b) to request your help in evaluating Wataalamu Oil Consultancy Ltd Oil & Gas course, teaching materials, and methods and (c) to provide information concerning future course offerings.

Wataalamu Oil Consultancy Ltd reserves the right to not accept a particular registration request.

### **COURSE FEES**

Course fees are due and quoted in USA dollars (USD) and payable either in USD or other East African currencies upon receiving the corresponding invoice. Exchange rates will be determined from the XE Currency converter ([xe.com](http://xe.com)) on the day payments are made. Again, a registration will not be confirmed until payment has been received.

In this online course, the course fees include a US\$100.00 non-refundable registration fee. Payment is accepted via direct bank transfer, mobile banking transfer, Credit Card, and Debit Card.

Please note where applicable due to government regulations, Value Added Tax (VAT) will be added to the total course fees. Pricing subject to change.

## **CANCELLATIONS & REFUNDS**

Wataalamu Oil Consultancy Ltd recognizes that the participants may want to cancel or postpone courses due to unavoidable circumstances.

All cancellations are subject to US\$100.00 non-refundable cancellation fee, per participant, provided the cancellation request is received by us at least three working days before the course start date.

All transfers to a future course date can be processed, at no additional cost, provided the transfer request is received by us at least three working days before the registered course start date.

We reserve the right to cancel any course session at any time. This decision is usually made approximately one week before the course begins. If we cancel a course, enrollees will be allowed to transfer to another course date or receive a full refund.

## **MISSED SESSIONS**

Wataalamu Oil Consultancy Ltd will not refund the full or partial- course fee for any absence by participants that is not addressed in the Cancellation & Refunds section above.

## **PREVENTING REGISTRATION FRAUD**

There are a few quick ways to recognize registration fraud:

- a. Wataalamu Oil Consultancy Ltd emails always end in @wataalamuoil.com. Any email styled with "Wataalamu Oil" using a different format is not genuine. We will never request that a customer's email information to an email address that does not end in @wataalamuoil.com or not in copy to oilandgascourse@wataalamuoil.com.
- b. Wataalamu Oil Consultancy Ltd website pages always include <https://www.wataalamuoil.com>. Any other format is not genuine.
- c. Any communication from Wataalamu Oil Consultancy Ltd is always provided to clients by email from or in copy of a Wataalamu Oil email account ending in "@wataalamuoil.com" or our course-specific email [oilandgascourse@wataalamuoil.com](mailto:oilandgascourse@wataalamuoil.com). The following email is an alternate email that can be trusted for matters pertaining to the course: [info@interstratservices.com](mailto:info@interstratservices.com).

- d. Wataalamu Oil Consultancy Ltd will never ask for payment unless a client has preregistered for a course.
- e. Should you experience any of the preceding, please treat the communication as fraudulent.