

## **Terms & Conditions of Business – Passports**

- Passport Holder:** Passports may be purchased by an individual or by a company but must be for a named holder.
- Fee:** Each passport costs £2,500 plus VAT at the rate prevailing at the time of payment. Once a passport is issued the fee will not change.
- Payment:** Payment may be made in full before the start of the holder's training or may be made in two stages:
- £1,500 plus VAT before the start of the training
  - £1,000 plus VAT before the start of the third course in the training
- In each case an invoice or invoices will be prepared and VAT will apply at the rate prevailing at the date of the invoice.
- Cancellation by Passport Holder:** Should a passport holder wish to cancel the passport before completing the series a refund will be payable. This will be based on the passport price less the total list price of training and examinations taken to the date of cancellation.
- Services Included:** A passport holder will be entitled to attend public courses and sit the relevant examinations for each of:
- Business Analysis Practice
  - Requirements Engineering
  - Commercial Awareness (ex-Organisational Context)
  - Modelling Business Processes
- In addition a passport holder will be entitled to attend the Diploma Preparation Workshop.
- The passport holder can choose the sequence of attendance of the courses and can change that sequence at any time.
- In the event of an examination failure Stehle Associates will work with the passport holder to remedy any weaknesses and provide a free re-sit.
- Postponement by Stehle Associates:** We undertake to provide the courses and examinations at the times chosen by the passport holder. Should accident or illness prevent us from doing so we will do our utmost to re-schedule to meet the holder's requirements. We do not accept responsibility under these circumstances for any loss of any sort that the holder may incur.