

# Terms and Conditions

## 1. General

By registering for a Institute for Addiction Education course, you are acknowledging your agreement with all the Institute for Addiction Education Terms and Conditions listed below. These Terms and Conditions may be amended from time to time and you will be deemed to have accepted all amendments if you use the website after the date the amendments were posted.

## 2. Fees

Payment of fees is required upon registration or purchase. Institute for Addiction Education will not guarantee registration at professional development program until payment has been received. Attendees who fail to attend a course will be liable for all advertised fees. All programs, including Live Webinar prices, are per single natural person registration and viewing only. They may not be distributed to or viewed by another person or persons nor may they be used for group viewings. By submitting an order via the website you agree that you are authorized and able to make payment via the method you have chosen.

## 3. Delivery

Registrants will receive a confirmation email when registered. If you do not receive an email confirmation, please contact Institute for Addiction Education ([director@iaelearning.com](mailto:director@iaelearning.com)) to ensure your registration has been received.

## 4. Refunds and Cancellations

Institute for Addiction Education will refund your registration fees if you provide us written notice of your cancellation 3 or more business days in advance of the day of your registered live class and if you have not started any online course. You must provide this written notice to us via email at [director@iaelearning.com](mailto:director@iaelearning.com). You may not transfer your registration to another person.

## 5 Full Attendance Required:

In order to be marked as having attended and completed a class, registrants must be present for the full duration of the class. Arriving late or leaving early will disqualify any registrant from obtaining a certificate of completion containing continuing education information.

## 6. Photography

By registering to and attending an Institute for Addiction Education program, you agree to the following:

1. That the Institute for Addiction Education, its employees and contractors may take, store, edit and utilize photographs or video recordings of me taken during the program.
2. That the Institute for Addiction Education may utilize your name, photograph or video recording of you for promotional and other purposes related to the purposes of and activities of the Institute for Addiction Education.
3. That you release the Institute for Addiction Education from any liability for any infringement of any of my rights arising from the use of the photographs and/or video recording. I understand I can contact Institute for Addiction Education at any time to

withdraw my consent so as to prevent any future use of photographs or video I am identifiable

### **7. Variation of Program**

Institute for Addiction Education intends to run all courses as advertised but reserves the right to cancel or postpone a course without notice due to low enrollment, weather conditions, instructor illness, or other unforeseeable circumstances. If so, we will offer a transfer or a full refund of a paid registration.

### **8. Email Subscription**

By registering to any Institute for Addiction Education professional development program or subscribing to any Institute for Addiction Education newsletter, you agree to receive Institute for Addiction Education communications regarding programs, services and newsletters. To unsubscribe to these communications in any format, you may do so at any time by writing to [director@iaelearning.com](mailto:director@iaelearning.com).

### **9. Privacy**

Institute for Addiction Education protects the privacy and security of information provided by you. By signing up to this activity or purchasing a product, you agree to the use of your personal information by Institute for Addiction Education to process your registration form, to contact you about our products and services, to disclose to third parties providing services to the Institute for Addiction Education; for internal purposes, and purposes otherwise generally in accordance with the Institute for Addiction Education privacy policy.

For full terms regarding how Institute for Addiction Education will collect, use and disclose your personal information, please view the extended Privacy Policy on our website.

### **10. Accommodations**

If you would like to request any accommodations related to your ability to access a course or courses you have registered for, please contact us in writing [director@iaelearning.com](mailto:director@iaelearning.com) at least 5 business days in advance of your registered course so that we can determine whether and how we might be able to accommodate your requests.