Registration Policies

REGISTRATION
3 ways to register for any course:
1. E-Mail your registration form to ltc@shipcon.eu.com
2. Contact us by phone at +357 25 334 250
3. Register on line at www.levantine.com

JOINING INSTRUCTIONS
Confirmation of enrolment will be sent by email.
Three (3) weeks prior to course commencement an email/letter will be sent confirming delivery of
the course, with instructions and full details on course location, course hours and other relevant
information.

REGISTRATION DEADLINE
Due to administrative requirements, LTC would appreciate receiving registrations at least one (1)
month prior to course commencement. However, registrations after this date will be accepted
provided that places are available. We strongly recommend early enrolment to avoid disappointment!
Registrations will be treated on a 'first come - first served' basis.

COURSE FEES
The full invoice amount is due and payable in the specified currency (EURO) upon receipt of the
invoice issued along with the joining instructions. The course fee includes tuition, course material,
refreshments and lunch per session day. Course fees do NOT include accommodation or living costs.
For any special requirements regarding accommodation, extra excursions, the participants should
contact LTC staff to arrange their complete package. Applicable taxes such as VAT will be added as
required.

PAYMENT BY INSTALLMENTS PAYMENT SCHEME
For those registering for the ABP accredited diploma in Oil & Gas Management, an installment
payment method is available for up to 4 months of equal payments. For all other courses whose fees
can be paid by installments, the payment scheme is as follows: 40%, 20%, 20% and 20%. Whether a
course has an installment payment scheme or not can be seen at the description of the specific course
along with all other admin details.

DISCOUNTS FROM NORMAL PRICES
Three or more participants from the same company registering at the same course are entitled to a
discount of 10% from the total price. Any individual who attends three or more courses within a 12
month period is entitled to a discount of 10% from the total cost. This discount applies also for those
registered in the ABP accredited diploma in Oil & Gas Management.

CLASS HOURS
Normal class hours are 8:30 am to 5:00 pm, including coffee and lunch breaks. Please consult
instruction email/letter prior to commencement of the course for the actual schedule.
GENERAL POLICIES
Recording of course sessions is not permitted. LTC reserves the right to publish photographs/videos taken during the course. Photographs and any videos will be in accordance with European IP law.

ACCOMMODATION AND COURSE VENUE
Courses are held at top quality seaside hotels with excellent meeting facilities. LTC can arrange hotel accommodation for participants. When possible, LTC will reserve a block of rooms at the hotel where the venue takes place to accommodate participants.

PAYMENTS, REFUNDS, CANCELLATIONS AND SUBSTITUTIONS
Payments: Course fees are due and payable upon receipt of invoice. All payments must be received prior to course commencement. Payment is accepted in form of bank cheque (issued by local Cypriot banks), bank transfer or credit card (AMEX, Diners Club, MasterCard, VISA).
Cancellations: Cancellations must be received in writing and are subject to the following charges:
• Cancellations received more than 28 days prior to course commencement will not be charged with any fee and there will be full refund.
• Cancellations received less than 28 days prior to course commencement will be charged at 50% of the course fee.
• Cancellations in courses where there is an installment payment scheme and payment of one or more installments has been already effectuated there will be no refund in case of cancellation.
• If a participant fails to attend the course without prior notification (no-show), the full course fee is due and payable. No refund can be claimed.
Substitutions: Delegate substitutions are welcome at any time and do not incur any additional charges. Substitutions must be made in writing.
Transfers to other LTC courses: A paid enrolment may be transferred to another LTC course, if written notice has been received 28 days prior to course commencement. There are no transfer fees, however differences in course fees will be due and payable.
Cancellation of / Changes to the advertised course: LTC reserves the right to cancel or postpone a course at any time. This decision will be made approximately three (3) weeks prior to the course starting date and written notification will be sent to all participants. Payments already received will be fully refunded or – on request – transferred as deposit to another LTC public/scheduled course. (Differences in course fees will be due and payable.)
LTC cannot accept liability for any costs incurred from cancellation or change of travel arrangements, hotel reservations, or losses incurred by the customer due to changes in venue, date, content, trainer or postponement of any course. Responsibility for visas and other travel documents lies with the participants. No refunds will be given if visas are not obtained in due time. ShipCon does not provide insurance covering illness or injury for individuals.
LTC reserves the right to substitute a course instructor as deemed necessary.
LTC is not liable for any delay or non-performance due to governmental regulations, strikes, hostile actions, weather, illness, acts of god, or any other causes beyond LTC reasonable control (any and all of which causes are referred to as ‘Force Majeure’).