

IMFND ONLINE TRAINING AGREEMENT

Summary

This is a confidentiality agreement between imfnd academy and imfnd trainee.

Preface

imfnd academy will share information, real case studies, and tools to make sure that imfnd attendees reach the highest level of experience during our tracks and diploma.

imfnd will enhance your experience and knowledge throughout the sessions with creative ways to make sure that you will benefit from our sessions.

Purpose

Ensure that our training methods and policy are clear for our trainees to achieve our common goals from our educational programs.

Imfnd Responsibilities

- 1- Delivering the course`s material by the end of the session on a private Facebook group.
- 2- Delivering training records by the end of the educational programs.
- 3- An assignment for each course.
- 4- Sharing experience throughout our projects and technical back ground.
- 5- Working in the top tools for each track to shortcut your road towards your technical goals.
- 6- Taking feedback for each track twice (after the 2nd session and by the end of the course).
- 7- Recommending the suitable track for you according to our experience and according to the international standards from Pearson.
- 8- Taking feedback from the instructors and having the right to take any actions from the following;
 - A- Give our trainees alert if their performance bad or not focus with our instructors
 - B- Make refund after the 2nd session if their performance still bad. As we are aiming only to have superb ambassadors who are willing to take the most benefits from our courses and practice.

Trainee Responsibilities

- Providing accurate contact details to ensure communication with him/her.
- Official communication will be by email at support@imfnd.com or at his/her training coordinator's email.
- Delivering your feedback with your training coordinator only or send it at support@imfnd.com.
- It's not allowed to take our instructors direct contact.
- It's not allowed to offer business opportunity for our instructors and team.
- Focus during sessions and interact with our instructors and group.
- Committing your assignment deadline to avoid dropping from your course.

- For Diploma Trainees:

"If you do not send your feedback for two continuous courses, your feedback will be dropped till the end of the diploma".

- For courses Trainees:

- "If you do not send your feedback for two continuous sessions, your feedback will be dropped till the end of the course".

Purchasing Courses

- All courses are to be paid in advance.
- Courses can be purchased directly at online.imfnd.com. Invoices may also be emailed directly upon request.
- Payment methods are (bank transfer, credit/debit card, Fawry, Vodafone cash service).
- You may pay to us through 2nd party online payment gateway like Fawaterak etc.

- Please note that your payment authorizes **only one person** to access and participate in the course.

Scheduling Classes

- All classes are scheduled so it is the trainee's responsibility to make sure that he/she will be in the time.
- If trainee cancels or asks to reschedule within at least 24 hours notice, you will receive credit for a future session.
- If trainee cancels or asks to reschedule with less than 24 hours notice, you will NOT receive a refund and the class will NOT be rescheduled.
- If trainee does not show up for his/her scheduled session, he/she will NOT receive a refund.

Late Arrival

- Courses are to start on time.
- Instructor cannot refund or make-up lost time due to trainee's late arrival or technical difficulties.

Refunds Rules

- Seven days before the course: 100% refunded.
- 48 hours: 75% refunded.
- 24 hours: 50% refunded.

Certificate:

- 1- You should pass 80% from our exam to take your certificate.
- 2- If you missed 2 sessions from our courses programs, you will not receive our certificate.
- 3- If you attend any kind of our Diploma educational programs, if you missed one track, you will not receive our certificate too.
- 4- If you passed our diploma exam and get your certificate, you will take an HR recommendation letter for jobs to be reference too.

Request for Editing Help or Additional Services Outside of Course Time

- If you ask instructor to do editing or review of materials outside of your class time, your instructor may do so but this is considered class time and must be paid.

Copyright and Use of Materials

- Copyright of course materials: all materials provided by instructor are the property of instructor solely, and may not be reused or distributed in any way unless written consent from instructor has been given.
- All content and materials are for authorized personal use only. Unauthorized use and sharing are strictly prohibited.
- Class times and materials may not be shared with others.