



## **Regulations of STATIONARY trainings organized by CAD Projekt K&A Sp. j.**

### **§1. General provisions**

1. The Regulations specify the procedures for the organization of training and their certification.
2. The organizer of the training is CAD Projekt K&A Sp. j., Dąbrowski, Sterczała, Sławek, located in Poznań, 46 Rubież Street, further referred to as CAD Projekt.
3. Whenever the Regulations refer to:
  - a. Training – it should be understood as a course, which duration depends on the choice of the type of training.
  - b. Program – it should be understood as CAD Decor PRO, CAD Kitchens, CAD Decor, or their modules.
  - c. Participant – it should be understood as a person participating in the training.
  - d. Client – it should be understood as a person commissioning the training.

### **§2. Training Objectives and Program-Organizational Provisions for training courses conducted at the CAD Projekt company headquarters**

1. The objective of the training is to properly provide information on the operation of the Program.
2. The training includes courses in the operation of the Program, selected in advance by the Participant, who applies for the Training independently.
3. The training is conducted at one level of advancement, in groups of up to 7 people, who express their interest in learning the Program within a specified timeframe.
4. Advanced level training is dedicated to those who possess basic knowledge, skills, and familiarity with the program.
5. Individual consultations can be arranged according to the program implemented for group training. The fee for such consultations amounts to 200-400% of the price listed in the price list.
6. Stationary training are conducted using the workshop method, meaning that Participants work independently at the computers. Both the computer equipment and programs necessary for the training are provided by CAD Projekt.
7. Organizational assumptions: Courses are organized on working days between 9:00 AM and 3:00 PM. The duration of the course depends on the type of training chosen.
8. The training Participant should possess basic knowledge of computer operation.
9. Recruitment for training is carried out through the application form available on the website [www.en.cadprojekt.com.pl](http://www.en.cadprojekt.com.pl) under the TRAINING tab, or via email to [szkolenia@cadprojekt.com.pl](mailto:szkolenia@cadprojekt.com.pl).
10. Prepayment for the Training is settled based on a proforma invoice in accordance with the specified date, and serves as confirmation of participation in the Training. It also serves as proof of attendance. Lack of payment may become the basis for cancellation of the reservation. In case of making the payment and inability to participate in the Training on the previously arranged date, there is a one-time opportunity to reschedule to another date without charge.
11. Filming, recording and photographing of conducted training sessions by Participants is prohibited.
12. The detailed training program is available under the TRAINING section on the website [www.en.cadprojekt.com.pl](http://www.en.cadprojekt.com.pl)



### §3. Training conditions

1. Each Participant receives a set of training materials.
2. The Participant receive a Certificate upon completion of the training.
3. Upon request from the Client, a knowledge confirmation examination can be conducted. The examination fee should be settled before taking the exam.
4. Acquiring a Certificate without participating in the training requires scheduling a remote examination and paying the examination fee. The examination fee should be settled before taking the exam.
5. As group training takes place at one level, CAD Projekt is not responsible for the preparation for training of other participants in the group or their level of proficiency in computer work and the Program.
6. CAD Projekt company points out that despite its best efforts, it does not guarantee the assimilation of knowledge by the Participants, as it has no influence on their predispositions and potential learning abilities.
7. Participants can submit comments and complaints regarding the training during its duration as well as after its completion. All comments should be submitted in writing to the address: [reklamacje@cadprojekt.com.pl](mailto:reklamacje@cadprojekt.com.pl) or to the CAD Projekt company headquarters address.
8. As the training is conducted based on a predetermined training program, CAD Projekt is not liable if the knowledge acquired during the training does not meet the client's expectations.
9. Individual/advanced training is conducted for Program users who have been working with it for no less than six months. The duration of the training depends on the participant's expectations but should take place on working days between 9:00 AM and 3:00 PM.

### §4. Final provisions

1. In matters not covered by these Regulations, decisions are made by the CAD Projekt.
2. Any changes to these Regulations require a written form.
3. The Regulations are valid for the entire period of organization of training courses.-----

*I hereby declare that I have read and accept the contents of the above regulation:*

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Name of training

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Date of the training

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Participant's signature (name legibly)