



## TERMS AND CONDITIONS

### BOOKING

By means of the present document, once completing your order, you agree to all the terms and conditions set out by Malaga Drilling School S.L.U, Plz. Costa del Sol, Edif. Entreplazas 2-130, Torremolinos 29620, Malaga, Spain.

Our contract will be valid upon receipt of your written order confirmation made by fax, email or by completing our online booking form (<http://www.mdsspain.com/bookingform.php>) which we will reply with the confirmation and with an information pack. Please check that the details provided in the course booking confirmation are correct. If any part of the details are incorrect please contact us immediately.

If your company uses a Purchase Order system it is your responsibility to ensure that we are in receipt of an order number prior to course commencement.

### COURSE START DATE & PRESENTATION

It is your responsibility to make arrangements to arrive at the course location on time. Full course details including start date, start time and location will be sent to you through the emails or fax as Joining Instructions. We may not be able to accommodate late arrivals. We are not responsible for any transportation costs.

During the course candidates must hold an official valid identification (e.g. passport).

### CERTIFICATION

Companies: On the last day of the course we will send you an email informing if the candidate has passed and attach a copy of their certificate (if applicable), exam results, the invoice and relevant hotel bill (if applicable). Unless specified for **each** candidate, original certificates are handed to the candidate on their last day, as per our practice. Should a client request that certification be sent to an overseas address by certified post, then additional charges shall be invoiced for this service. Certification will at no time be sent by a normal postage service.

### ONSITE

To reserve a booking for an onsite course, 50% of the total fee will need to be made at the time of accepting the offer. The remaining 50% will be paid before the last day of the course. We will not be held responsible for any applicable withholding tax when working overseas. An additional handling charge will be added to the cost if flights, visas etc are arranged by ourselves.

### PRICE AND PAYMENT (IWCF Well Control, IADC WellCAP and Introductory)

Companies: We will invoice you on the last day of the course. Our invoices are due for payment 30 days following the end of the course.

Individuals: Individuals pay for their course upon arrival by cash, debit or credit card. If required, bank transfer can be arranged prior to attending the course.

We accept the following forms of payment: Visa, MasterCard, Switch/Maestro, cash and bank transfer. Payments are to be made in EUROS (€) and with all bank charges being paid by the client.

Please note that we do not accept payment by cheque.

We reserve the right to charge an interest of 8% on overdue payments as per Spanish Law 3/2004.

### HOTEL

Check-in time is after 2pm and check-out time before 12pm unless otherwise specified on the hotel's booking confirmation or on their website. Cancellation policy: all reservations must be cancelled 48hrs in advance to check in, otherwise you will incur a one night charge.

Your contract for any hotel accommodation will be with the relevant hotel and not directly with us. We simply act as booking agents in such circumstances.

We are offered special rates from some hotels, which also may include sea view to our clients with no extra cost. These Hotels are only 2 minutes walk to the school. To book a hotel room, all you need to do is let us know the in and out dates in writing and we would send you back confirmation from the hotel, which the candidate then presents upon his arrival.

Companies: Our practice is that we book the hotel and charge this on the same invoice as the course (administration charge of 20 Euros applies). If preferred, we can arrange the hotel booking and the candidate may pay the hotel upon his/her arrival (no charges apply for this service).

Individuals: If requested we can arrange the hotel booking, send you the confirmation and you then pay for the hotel upon your arrival (no charges apply for this service).

For any further information please contact us for details.

### CANCELLATION

Malaga Drilling School reserve the right to cancel any course booked for health, safety, practical matters and unexpected events beyond their control. It is our policy that in the event of a cancellation brought about for reasons beyond our control, we will make reasonable attempts to re-book you on the same course at a time to suit you or refund all money paid.

Should the candidate wish to cancel their booking Malaga Drilling School must be informed of the cancellation in writing as soon as possible prior to the course.

### RESPONSIBILITIES

Candidates must behave responsibly at all times. If, in our reasonable opinion, their standard of behaviour is unacceptable we reserve the right to suspend or cancel their involvement in the course without liability.

It is your responsibility to ensure that all participants are able to read, understand and be capable of making themselves understood (verbally and in writing).

Candidates may not take alcohol or use illegal substances in our premises. Any person found in possession of illegal substances, alcohol or reasonably believed to have taken, or used any such substances will be immediately required to leave the premises. In such an event we will advise your employer.

### COPYRIGHT

All course materials and other materials supplied to you are subject to our copyright and must not be copied, published or used in any way without obtaining our express written permission.

# MALAGA DRILLING SCHOOL



## GENERAL LIABILITY

We shall not be responsible for any indirect economical losses of profits arising from this contract.  
For compensation on loss or damage inside the premises of Malaga Drilling School you will need to contact the insurance company directly.  
We do not hereby exclude or restrict our liability in respect of death or personal injury resulting from negligence.  
We shall not be liable for any breach of the terms and conditions.

## CONFIDENTIALITY

The information you supply to us when booking with Malaga Drilling School S.L.U. is held on manual and computerised files for which we hold a valid notification under the Data Protection Act (Ley Orgánica 15/1999).  
By providing us with the information required for the booking you are deemed to accept the terms and conditions of booking and to have gained consent to disclose to us personal information from any participants who you have booked on to the relevant course. At any moment you will be able to rectify, oppose or cancel (within the Spanish law L.O. 15/1999) these details, informing Malaga Drilling School in writing to Malaga Drilling School S.L.U., Ref. CONFIDENTIALITY AGREEMENT, Plaza Costa del Sol, Edif. Entreplazas 2-130, Torremolinos 29620, Malaga, Spain.  
When making an internet, email or fax booking you hereby agree to keep all information accessible to you through Malaga Drilling School confidential and only to use it for the purpose agreed.

These terms and conditions are subject to change. To view the latest version please visit our website [www.mdsspain.com](http://www.mdsspain.com).