

# Terms and conditions

1. The email ID used must belong to the trainee. The email address must be valid and functional. All communications shall be sent only to the registered email address.
2. Fees shall not be refundable, in case the students decide to discontinue their Training, in between for whatever reasons.
3. Certificates will be given to students who participate in the session and have attendance of at least 80%.
4. Due to unforeseen situations, the workshops may need to be cancelled or postponed. Students will be told of this scenario one day before the workshop.
5. Students who successfully finish the workshops will be given electronic certificates.
6. After the programme is over, registered students will have access to the recorded sessions for up to one week.
7. The certificates will arrive via mail within seven working days.
8. One day prior to the workshop, registrants will get access and requirements through mail.
9. To upload the recordings, allow up to two days. Waiting for the recordings to be uploaded is advised for participants.
10. Please try to use your name for the workshop during the WebEx session. There is an option in the WebEx to enter your name.
11. Participants must be visible throughout the workshop with the camera on mode if possible.
12. Copy, modify, reproduce, re-publish, sub-license, sell, upload, broadcast, post, transmit or distribute any course materials without prior written permission.

13. Record on video or audio tape, relay by videophone or other means the Online Course or Taught Course.
14. Use the Course Materials to provide any other course or training, whether given by us or any third-party trainer.
15. Do not remove any copyright or other notice of RGCB on the Course Materials.
16. Modify, adapt, merge, translate, disassemble, decompile, and reverse engineer (save to the extent permitted by law) any software forming part of the Online Courses.
17. Please post your questions in the message box or ask for permission before you ask the question directly through the microphone. A detailed discussion session is available at the end of the workshop.
18. Be patient and wait if someone is already asking some questions to the faculty. This is to avoid any audio disturbances affecting the audio's clarity

**To confirm that you have read and accept the terms and conditions, please [click here](#).**