



LSE Academy Course Terms & Conditions

Joining instructions

In-house courses

Joining instructions will be confirmed by email at least 7 days before the course date. Please contact us if you do not receive any written registration confirmation. This registration form must be received by London Stock Exchange no later than seven days in advance of the course start date and submitted to Academy UK mail to academy_uk@lse.com.

E-learning courses

Joining instructions will be confirmed by email upon registration and payment of the e-learning course fees. Please contact us at academy_uk@lse.com if you do not receive a written registration confirmation.

All registrations are subject to the terms and conditions listed below.

Payment

In-house courses

The course fee includes all supporting documentation supplied by London Stock Exchange to the delegates in relation to the course. Delegates are responsible for their own travel and accommodation arrangement. Once your registration has been confirmed, London Stock Exchange shall issue you with an invoice. Full payment of the fees must be received by London Stock Exchange 28 days after receipt of such invoice.

E-learning courses

Once your registration has been confirmed, delegates, or organisations, may either make full payment immediately on the London Stock Exchange website, or request an invoice to be issued by London Stock Exchange. If an invoice is requested, full payment of the fees must be received by London Stock Exchange 28 days after receipt of such invoice. The course fee includes all supporting online documentation supplied by London Stock Exchange to the delegates in relation to the course. For the avoidance of doubt, the course materials and documentation will only be released once London Stock Exchange has received payment.

Cancellations

In-house courses

Substitutions may be made; however, you must notify London Stock Exchange of such changes at least 48 hours in advance of the course start date. When substituting a delegate, you must provide London Stock Exchange with the following details for the new delegate(s) at least 48 hours in advance of the course start date:

- full name;
- email address;
- address;
- job title; and
- phone number.

A full refund will be given for cancellation requests received at least 15 working days before the course. Cancellations must be made in writing (post or email) and must be received by London Stock Exchange before the 15 working day deadline. Delegates who cancel 10-14 working days prior to the course will receive a refund equal to 50% of the fee. No refund will be given for cancellations received less than 10 working days before the course.



London Stock Exchange reserves the right to change or cancel the course or any part of its published programme due to unforeseen circumstances. In such circumstances London Stock Exchange will use reasonable endeavours to contact the delegate or organisation.

E-learning courses

Substitutions cannot be made for e-learning courses and tickets are not transferable once purchased. No refunds are available for cancellations once payment has been made.

Liability

Whilst every effort is made by London Stock Exchange to ensure that the contents of the course are accurate and up to date, London Stock Exchange shall not be liable whatsoever to the delegate or the organisation participating in the course for any inaccuracy or misleading information, nor for any consequential damage or expense or any loss of profit or any liability to third parties incurred as a result of reliance on such information, which is provided for educational purpose only. London Stock Exchange's total liability under this agreement shall be limited to the total fees payable under this Agreement. Nothing in this Agreement shall limit the London Stock Exchange's liability for death, fraud or personal injury caused by its negligence.

Financial Advice

Some of our courses are designed to provide information on the structure and mechanisms of financial markets; however, these courses do not intend to provide any financial advice to the delegates. Any information provided in our courses are not offered as advice on any particular matter and must not be treated as a substitute for specific advice. In particular, the information in our courses does not constitute professional, legal, regulatory, financial or investment advice and must not be used as a basis for making investment decisions. None of our courses are in any way intended, directly or indirectly, as an attempt to market or sell any type of financial instrument. Advice from a suitably qualified professional should always be sought in relation to any particular matter or circumstances.

Intellectual property rights

The delegate agrees that all intellectual property rights held in all documentation supplied by London Stock Exchange to the delegate in relation to the course are and shall remain property of London Stock Exchange and therefore any exploitation, copying or distribution in any form of the same is strictly prohibited. The delegate or organisation (whichever is applicable) shall not at any time use the name, logo, or trademark of London Stock Exchange without the written consent of London Stock Exchange.

Data Protection

Please refer to our [Privacy Policy](#) which is a part of these terms and conditions and contains details about how the London Stock Exchange Group uses your personal data to provide services to you.

Organisations

This section shall only be applicable to organisations who have booked their delegates on the course detailed on the registration form. You shall at no time publicly refer to the training which London Stock Exchange shall provide to your delegates, without the written consent of London Stock Exchange. Our training is not and will not be an endorsement of your organisation and the services you offer. London Stock Exchange does not endorse any training provided by Academy, London Stock Exchange Group.