

Terms & Conditions for use of the Class Organiser Software and System

These terms and conditions as set out before you relate to all users (and visitors) to the site www.classorganiser.co.uk and form a contract of use between **'The Company' (Class Organiser)** and **'The User' (You / Your Business / Company / Association)**. By entering into this agreement you confirm that you have the authority to do so on behalf of **'The User'** and accept all responsibility whilst proceeding to click the **'Sign Up'** button and use **'The Company's'** website. If you do not agree with these terms of use, please do not access this site any further or make use of the 30 day free trial offer.

Please also be advised that the materials contained on **'The Company's'** website are protected by copyright and trademark laws, meaning that you will not remove, modify or copy any copyright materials, resell or transfer any of the materials to another individual/group or company or display said materials on any other server as your own.

Use of Class Organiser

As **'The User'**, you are granted permission and agree to :

- Access and make use of the Class Organiser software program and all its benefits via a web browser on the device of your choice to enable you to carry out your Class administration and management procedures wherever you may be.
- Upload your business/company/association Logo for use with all electronic correspondence sent via Class Organiser.
- Allow other, authorised users to carry out business using the system on your behalf, provided they agree to adhere to the terms of use. All authorised users must be added to the system and registered with an email address and password unique to them BEFORE they access the system. As **'The User'**, you are accepting responsibility for all account activity on behalf of your business, company or association. If at any time, a user's password has been compromised, you must notify us immediately and another one will be generated electronically.
- Make use of the bulk email and bulk SMS facilities for distribution of legitimate business communication, directly relating to **'The User'** Business ONLY. Spam, unsolicited emails or any unlawful materials of any nature WILL NOT be distributed via Class Organiser. (All email communications sent from your account are recorded and will be monitored from time to time. Any User found to be breaking this rule will be removed immediately from the system and no longer allowed access to Class Organiser.)
- Add the html coding found within **'Booking Links'** to your webpage(s) as necessary to ensure representation of Class Organiser on your site by way of a small CO logo.
- Publicise your use of the Class Organiser software system via social media such as Twitter, Facebook, Pinterest, Instagram, Google+ etc. Likewise, Class Organiser reserve the right to publicize your business/company/association's successes, achievements and use of the Class Organiser software system on social media with immediate effect.
- Make use of the Class Organiser software system, free of binding contracts, as long as you have paid your monthly subscription for the month ahead, commencing after your 30 day free trial.

In order to use the software system, you will need to add the necessary link to the Class Organiser website from your own website. Full details will be given once signed up.

N.B. It is highly recommended that you make full use of the system during the 30 day free trial so as to ensure it meets the needs of your business/company/association fully as we cannot guarantee suitability to all.

[Franchisee / Franchisor Payment Terms](#)

Each Franchisee within any chosen Franchise Business is counted as a separate business and will be responsible for payment of their own sign up should they choose to make use of the system. A Franchisor may sign up their 'Head Office' and therefore pay for their own, individual use of the Class Organiser Software for the classes that they may run directly. Franchisors will not be held responsible for any lapse in payments by any of the Franchisees using their business name.

Disclaimer

Class Organiser (named subsidiary of ABC PC Computer Services) are not liable for any damages or loss of data suffered in connection with the use of the software on occasions when the system may be slowed or delayed due to shortcomings beyond our control, due to internet and electronic communication systems.

Payment Policy

During the sign up procedure, you will be asked to confirm your payment preference and details. These will not be used until after your 30 day free trial has ceased. 7 Days before the end of the trial, you will be sent an electronic invoice for the month ahead (commencing 1 Calendar Month from the date of sign up) and terms of payment are 7 days, to ensure continuity of service. All future payments will be made by online monthly standing order or via Credit/Debit Card monthly instruction confirmed during the sign up procedure. Should you fall behind on payment at any time during continued use, your access to the system will be put on hold until such time as the outstanding payment is received in full.

In the event that you decide not to continue using the service after the free trial, please email us to let us know and we will remove your business/company/association from the accounting file immediately. In the event we do not hear anything from you at the end of the free trial, and no payment is forthcoming within 7 days, your right to access will be denied and all records removed/deleted forthwith. Class Organiser will not be held responsible for any data lost due to deletion or removal as a result of non-payment.

Cancellation and Refund Policy

You may cancel your Class Organiser subscription in writing at any time. No period of notice is required, however, any fees already paid for that current month will not be refunded, and will be forfeited. You, any teachers/employees and your clients will have continued access to the system for the duration of the period for which you have already paid. At the end of that period, access to the system will be denied to all authorised users and registered customers of your business/company/association.

Revisions and Changes to Class Organiser

From time to time it may be necessary for Class Organiser to be updated offline, and the system may be inaccessible during this time. We will always endeavor to notify you as **'The User'** in advance of any such maintenance works in order that you may notify your customers and users in a timely fashion. Class Organiser will not be held responsible for any emergency works or system failure beyond our control and will do all we can to keep you abreast of any developments as and when they arise.

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