



### Terms of Participation

1. The right to participate in this program requires the completion of the **online registration form** before the start date of the program.
  
2. **Cancellation of participation** should be notified in writing to **360U Better Skills – Better Business** at least three (3) days before the start of the program. In case of:
  - (a) non - timely cancellation, the Advance Payment deposit is not refundable
  
  - b) termination of the program after the starting date due to the fault of the applicant, the deposits up to that date are not refundable

### 3. Methods of Payment:

- **Check or cash** at **360U Better Skills – Better Business** premises
- **Bank Transfer: PIRAEUS BANK, Account No. 6749143832468, IBAN GR 8701717490006749143832468**

The applicant will be required to **send a copy of the deposit** to **360U Better Skills – Better Business** with the details of the invoiced depositor to Katerina Dogkaki ([dogkaki@360u.gr](mailto:dogkaki@360u.gr)).

Accredited Courses in Management & Leadership	
Principles of Management & Leadership in an Organisational Context	eLearning 430€
	Blended 480€
Principles of Developing, Managing & Leading Individuals & Teams to Achieve Success	eLearning 450€
	Blended 500€
Managing Projects to Achieve Results	eLearning 430€
	Blended 480€
Creating & Delivering Operational Plans	eLearning 450€
	Blended 500€
Managing Finance	eLearning 430€
	Blended 480€
Conducting a Management Project	eLearning 450€
	Blended 500€

Certificate in Management & Leadership	
eLearning	1.250€
Blended	1.650€

Diploma in Management & Leadership	
eLearning	1.850€
Blended	2.150€

*\*CMI Institute fees (140€ for an Accredited Course, 195€ for the Certificate & 250€ for the Diploma) are not included on the abovementioned costs.*

### Certificate

	Advance Payment: 30% (before starting date)	1 <sup>st</sup> Installment: 25% (1 month after starting date)	2 <sup>nd</sup> Installment: 25% (2 months after starting date)	3 <sup>rd</sup> Installment: 20% (3 months after starting date)
eLearning	375€	312,50€	312,50€	250€
Blended	495€	412,50€	412,50€	330€

## Diploma

	<b>Advance Payment: 30%</b> (before starting date)	<b>1<sup>st</sup> Installment: 25%</b> (2 months after starting date)	<b>2<sup>nd</sup> Installment: 25%</b> (4 months after starting date)	<b>3<sup>rd</sup> Installment: 20%</b> (6 months after starting date)
<b>eLearning</b>	555€	462,50€	462,50€	370€
<b>Blended</b>	645€	537,50€	537,50€	430€

*\*Discount of 10% on tuition fees (not applicable on the tuition fees of Accredited Courses and on CMI Institute fees) in case of payment in full before the starting date of the program.*

### **PRIVACY NOTICE**

#### Purposes of processing

We need your personal data for different purposes such as the followings:

- Complete the registration procedure
- Complete the educational program
- Comply with legal obligations
- Improve our services

We treat your personal data with respect to your privacy. We take all the necessary precautions, security measures as well as the relevant technical and organizational measures to ensure the confidentiality of the provided personal data. We always base the processing of your personal data to a valid legal basis such as law, contact your explicit consent etc. We collect and process your name, surname, address and passport identification number as we are obliged by the law. We would like to provide us voluntarily with all further information included in this registration form in order to provide you with services of best quality.

#### Transfer of personal data

We may transfer your personal data to education teachers and instructors and disclose your personal data to third parties which process your personal data under our written order and clarifications (Data Processors). We always guarantee that these third parties imply the same measures for the protection of your personal data and act only under our written orders with respect to your personal data.

### Retention period

All your personal data are retained for a predetermined and limited period depending on the purpose of processing, after the end of which, these personal data are being deleted from our databases.

### Exercise of rights

Kindly be informed that, you can, at any time, exercise the right to be informed, the right of access, the right of rectification and erasure, the right to data portability, the right to object as well as the right to withdraw your consent.

To exercise any of the aforementioned rights you must contact the Company at: [info@360u.gr](mailto:info@360u.gr)

(i) your name (ii) address and/or email address to notify the response to the request (iii) a clear and precise description of the personal data for which you seek to exercise the corresponding right (iv) the purpose of the application, only if it's considered a prerequisite for us to process your request.

The response time of your application shall be 30 days of receipt and identification of your request.

In order to do that in some cases we may ask you to provide as with additional info, as a safety measure addressing unlawful access to your data. That period may be extended where necessary, considering the complexity of your request. In such event, the Company shall duly inform you of any such extension within one month of receipt of your application, together with the reasons of the delay.

Please read carefully before signing this form. You can also read our [Privacy Policy](#) which is available at the company's website. For any further question or request please do not hesitate to contact at [info@360u.gr](mailto:info@360u.gr).