

PROJECT FINANCE INSTITUTE

TRAINING TERMS & CONDITIONS

(Last updated: 18th February 2026)

Course bookings are subject to the following terms and conditions. Please read in full and contact us if you have any questions.

The following constitute the terms and conditions to which applicants agree when booking any PFI face-to-face training or e-learning courses (**Terms and Conditions**).

Throughout the terms and conditions, **PFI** stands for Project Finance Institute. The PFI reserves the right to review and update these periodically.

1. Registration with the PFI (creating an account)

When booking a PFI training course we require you to register to create an account and provide us with certain information about yourself. In doing this, you agree to:

- Provide true, accurate, current and complete information about yourself as prompted by the registration form
- Maintain and promptly update the data we hold by logging into your account and updating your profile.

2. Booking a face-to-face training or e-learning course

Training courses can be accessed via the PFI's website (www.projectfinanceinstitute.com) or by contacting us



to request an invoice.

3. Prices, discounts and sales taxes/VAT

3.1 Notice of new pricing will be given in advance, but the PFI reserves the right to change prices listed without notice. Project Finance Institute is a UK-based company and, as such, all tuition fees may be subject to UK VAT where applicable.

3.2 Some courses may require an application fee within the enrollment process.

4. Payment

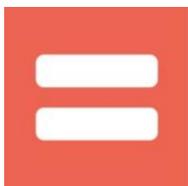
4.1 Tuition fees must be paid before places are confirmed. You will be sent an invoice once your application has been accepted.

4.2 All major credit and debit cards are accepted.

4.3 Sales taxes (VAT, TVA etc.) are charged at the applicable rate depending on the product and / or customer.

5. Prevailing terms and conditions

Please note that this and all other PFI pre-contractual documentation shall not constitute an offer. All services provided by PFI are on the basis of these Terms and Conditions and if you wish to engage any PFI services we shall only provide them if you accept the Terms and Conditions. If you offer to engage PFI on your own terms and conditions then we shall only accept your offer



subject to the Terms and Conditions, which shall, if we provide the services you offer to engage, prevail over any other terms and conditions.

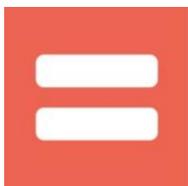
6. PFI course access

6.1 After booking onto PFI course you will be given access to relevant training materials on the PFI learning website. By using the learning website you agree to these terms and conditions. If you do not agree to these terms, you cannot use the site.

6.2 Whilst we make every effort to keep changes to the site to a minimum, we reserve the right to make any amendments to the terms and conditions at any time to reflect changes affecting our business, including but not limited to, changes in technology, payment methods and legal and regulatory requirements. By continuing to use this site you agree to accept any changes made to the terms and conditions.

7. Ownership and intellectual property rights

All PFI materials, whether delivered on our learning website or at a live training day, are owned by the PFI and members of its teaching faculty. All intellectual property rights in all materials available from the Project Finance Institute learning website, including the design, graphics and text of all printed materials and the audio of all webinars and podcasts, are owned by the PFI. When you are given access to the learning website, you are granted a non-exclusive, non-transferable, revocable licence to use any such materials. No learning website



content may be copied, reproduced, uploaded, posted, displayed or linked to in any way, in whole or in part, without the PFI's prior permission.

8. Behaviour

The PFI reserves the right to remove any delegate from any training course whose behaviour it deems, in its sole discretion, to be inappropriate. In these circumstances, the PFI will neither refund any fees nor reimburse any other costs.

9. Faculty

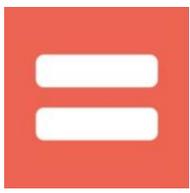
The PFI shall provide such faculty members to present the training courses as it, in its sole discretion, deems fit and the PFI shall be entitled at any time to substitute any trainer with any other person who, in the PFI's sole discretion, it deems suitably qualified to present the relevant course.

10. Liability

The PFI does not accept responsibility for anyone acting as a result of the information in, or views expressed on, its training courses including course materials. Opinions expressed are those of individual trainers and not necessarily those of the PFI. Participants should take professional advice when dealing with specific situations.

11. Technology

The PFI does not warrant that the provision of any content online will always be available or be



uninterrupted, timely or error-free, that defects will be corrected or that such content is secure or free from bugs, viruses, errors and omissions.

12. Joining Instructions

Joining instructions including an outline of any course and joining details will be available prior to the course start date via the learning website. The PFI will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

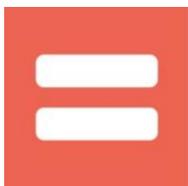
13. Cancellation

13.1 Cancellation of a Certified Project Finance Analyst course

If you need to cancel your place for a training course, you must notify the PFI via email more than 28 days before the course start date. You will receive a full refund less an admin fee of 20% (plus VAT) of the course fee. If you cancel your place less than 28 days before the course start date, you will not be entitled to a refund.

13.2 Transferring your place on the Certified Project Finance Analyst course.

If you can no longer attend the training course you are entitled to transfer your booking onto the next training course that has availability. The transfer option only applies to delegates who are transferring to a different date for the same course and the date must be specified at the time of the transfer. The transfer is free of charge if you notify the PFI via email more than 28 days before the course start date.



- Transfers made 15-28 days prior to a course will be charged at 20% of the course fee plus a USD \$100 admin fee
- Transfers made 0-14 days prior to a course will be charged at 50% of the course fee plus a USD \$50 admin fee

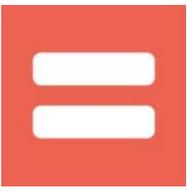
Please note once you have transferred your booking you will not be entitled to a refund and you cannot transfer your place more than once.

13.3 Cancellation of self-paced e-learning courses

Once you have booked onto a self-paced e-learning course you have up to 14 days from the purchase date to cancel your booking and receive a full refund provided that the e-learning has not been accessed. After the 14 days, or if the e-learning has been accessed you will not be entitled to any refund, nor will you be able to transfer your e-learning to another person or onto another e-learning course.

13.4 Changes and / or Cancellation by the PFI

Where circumstances dictate, the PFI reserves the right to alter published programmes, trainers, fees, dates or venues without prior notice. In extreme circumstances, the PFI may be forced to cancel a course on 28 days' notice. In that case, a refund of the course fee will be made but no compensation will be paid for any additional costs incurred (for example travel, accommodation etc). We, therefore, recommend that you refrain from incurring any costs of travel or accommodation until 28 days before the course, or otherwise obtain insurance for those costs.



13.5 Non-attendance

If you fail to attend the course you are booked onto without giving prior notice to the PFI in accordance with the rest of this Clause 13, we will be unable to refund the course fees or offer a transfer.