



Royal Society of Chemistry Training Vouchers Scheme – Terms and Conditions of Use

Definitions

“the Business” means an eligible EnterprisePlus business who have completed an application form and have been granted a Training Voucher by the Royal Society of Chemistry.

“the Applicant” means the employee of the Business who completes the Training Vouchers Application form.

“the Supplier” means the training course provider.

1. The Royal Society of Chemistry (“RSC”) reserves the right to refuse to accept any application that it feels does not meet the eligibility criteria of the Training Vouchers Scheme (the “Scheme”).
2. By completing and submitting the online application form the Applicant and the Business confirm that:-
 - (i) all information provided via the RSC website is to the best of their knowledge correct. The Business also acknowledges that this information may be used to validate the eligibility of the Business to participate in the Scheme and if found to be incorrect the Business may, at the sole discretion of the RSC, be disqualified; and
 - (ii) the Applicant and the Business accept these terms and conditions of use.
3. The RSC reserves the right to withdraw, suspend or amend the Scheme provided at any time without notice and also reserves the right to amend these Terms and Conditions of Use from time to time by posting an updated version on the RSC website.
4. The Applicant must be an employee of the Business; for the avoidance of doubt contractors and students on placements are ineligible.
5. The Business can apply for a single Training Voucher per application period and priority in awarding the vouchers will be given to Businesses who have not previously been awarded a Training Voucher.
6. An application can be submitted by an Applicant on behalf of a subsidiary company of a Business parent company.
7. The RSC reserves the right to verify the RSC membership status of the Applicant and the EnterprisePlus status of the Business.
8. Training Vouchers will cover the cost of a training course up to a maximum value of £1,000 inclusive of VAT. Where the cost of the training exceeds £1,000 the Business will receive a maximum of £1,000 towards the cost of the training and shall be responsible for payment of the excess.
9. Training Vouchers once awarded are valid for three (3) months from date of issue and are transferrable only with the approval of the RSC.
10. If the Applicant or Business wishes to change the details of a training course and/or the proposed attendee after award of the Training Voucher, they shall submit details of the requested change to the RSC in writing and such change shall only be implemented if agreed by the RSC in writing.
11. The Business is not permitted to use a Training Voucher to pay for or towards the cost of any training course that is provided by a Supplier that is
 - (i) directly connected to or part of the Business’s own business (including being a holding company or a subsidiary company); and/or
 - (ii) a business whose directors, employees or advisers are engaged directly or indirectly with the Business.
12. The Business is solely responsible for booking training courses and for entering into any agreements or contracts as agreed with them.

13. The Business shall submit proof of payment for the training course, together with bank account details into which the Training Voucher will be paid.
14. The RSC will make the payment into the bank account provided by the Business within thirty days of receiving proof of payment for the training course.
15. The Business shall permit the RSC to publicise the Training Voucher and its association with the Business through a case study or such other medium as the RSC reasonably requests.
16. The Business shall inform the RSC if any information submitted to the RSC is confidential and subject to the duty of confidentiality; where appropriate identifying the relevant parts of information that are confidential.
17. The RSC is registered under the Data Protection Act 1998 and complies with its principles and provisions and also follows the guidelines issued by the Information Commissioner's Office.