

ADVANCED EXCEL PROFESSIONAL NETWORK (AEPN)

Terms and Conditions

The following terms and conditions shall apply to this program.

1. Weekly Virtual Training

- i. The weekly virtual training is for only **registered** and **paid-up AEPN** members.
- ii. The training is organized virtually once every week via the Zoom app, or any app as may be decided by Marigold Consult Ltd. (MCL) and communicated appropriately to all AEPN members.
- iii. Trainings are done on the first four (4) Saturdays of every month, unless otherwise agreed mutually between members present at the last training session and the MCL facilitator present on the said day.
- iv. If a particular month has five Saturdays, the 5th Saturday will be skipped.
- v. Monthly training schedule and links shall be sent to members in their online profiles ahead of each month's training.
- vi. The duration for every Saturday's trainings shall be 2 hours (1½ hours for training and half an hour for practical work as well as questions and answers session), unless otherwise agreed between members and the MCL facilitator present at the time of the decision.
- vii. The starting time for each training session shall be 18:00GMT and end at 20:00GMT, unless otherwise agreed between members and the MCL facilitator present at the time of the decision.
- viii. Members are required to renew their membership by paying the appropriate subscription fee to be able to access the live trainings and the video recordings.
- ix. The duration for the entire training is unspecified as members can opt out at any time.

2. Membership

- i. Initial membership is by registering ([Here: Add to Cat](#)) and payment of the appropriate first subscription fee.
- ii. All members (except Life Training Members) have instant access to all the previous video recordings and practice files.
- iii. Once registered, members must renew their membership by paying the appropriate subscription fee at the beginning of the preferred duration.

3. Access to AEPN Video recorded trainings

- i. All AEPN trainings are recorded in a video format, edited, and uploaded on AEPN - (SATURDAY) E-learning platform at www.marigoldconsult.com
- ii. All video trainings shall be uploaded on the platform within 2 working days after each training.
- iii. Only paid-up members shall have access to the AEPN – (SATURDAY) E-Learning portal.
- x. Videos shall not be downloadable.
- xi. All videos will come with their practice files where necessary.

4. On the Job support to members

- i. Members who may have work related questions on the application of any of the modules taught on Advanced Excel, Financial Modeling, Word and PowerPoint may use the prescribed MCL medium of communication to get help.
- ii. Questions from members must relate to previously taught topics. However, MCL has the discretion to assist on unrelated questions.
- iii. Such questions must be, first, channeled through the group WhatsApp platform and MCL official telephone line (+233 244429786).
- iv. Members may also post questions on other MCL social media handles (especially AEPN Facebook and LinkedIn) for assistance.
- v. Members may also post questions on the AEPN Community platform for other members to assist.

5. Subscription and Modalities for Payment

- xii. All subscriptions become due on the 1st day of the subscription period (Monthly, Half yearly, Annually, etc.) and become payable before the first Saturday of the period.
- xiii. Joining live training and access to video recorded trainings shall only be done by paying the requisite subscription fee.
- xiv. Marigold Consult reserves the right to effect changes in the subscription without recourse to members.
- xv. All registered members must renew their membership by paying the appropriate subscription fee via MCL's approved payment channels (BusinessPay – for Mobile Money Payments, Bank Transfer, Debit/Credit Cards).
 - i. Subscription once paid shall not be refundable.
 - ii. MCL shall not be responsible for any loss of money, transfer charges, or any consequential loss or damages resulting from payment of monthly subscription.
 - iii. Members can opt out of the network at any time without any prior notice to MCL.
 - iv. Members may take advantage of the various pricing policies as and when announced by MCL.

6. Internet Connectivity

- i. Members must ensure they have a reliable internet connectivity either when they join the live trainings or watch the recorded videos.
- ii. MCL will not be held liable for failure of a member's internet connectivity.
- iii. In the event of MCL's inability to facilitate any of the schedule live trainings due to poor general internet connectivity, the day's training shall be re-scheduled to another day and communicated same to all members.