

Training Services Agreement

Date: _____

Parties:

Provider: [Provider Name]
Address: [Provider Address]
Phone: [Provider Phone]
Email: [Provider Email]

Client: [Client Name]
Address: [Client Address]
Phone: [Client Phone]
Email: [Client Email]

1. Purpose

The purpose of this agreement is to outline the terms and conditions under which the Provider will deliver professional certification training services to the Client.

2. Services Provided

The Provider agrees to deliver the following services:

- Course Title: [Course Title]
- Duration: [Duration]
- Location: [Location]
- Course Start Date: [Start Date]
- Course End Date: [End Date]

3. Payment Terms

The total cost for the services rendered will be [Total Amount] payable as follows:

- Deposit: [Deposit Amount] due on or before [Deposit Due Date]
- Final Payment: [Final Amount] due on or before [Final Payment Due Date]

4. Cancellation Policy

The Client may cancel the training services with written notice. The following fees apply to cancellations:

- More than [Number] days before the start date: [Refund Policy]
- [Number] days or less: [No Refunds Policy]

5. Signatures

By signing below, both parties agree to the terms of this Training Services Agreement.

[Provider Representative Name]
[Title]
[Provider Name]

[Client Representative Name]
[Title]
[Client Name]