

Practical information & Cancellation policy

1. Registration

To register for a training session:

- Click “Book a seat” on the dedicated session page.
- Complete the registration form, including all required billing details.
- Your registration will be confirmed by a member of **THE ACADEMY** team.

2. Cancellation

Cancellations are accepted up to **5 business days** before the training date. After this deadline, a cancellation fee of 50% of the training fee applies.

Participant substitution is permitted up to 48 hours before the session, by email at TheAcademy@loyensloeff.com.

Please note that we reserve the right to postpone or cancel sessions. Participants will be informed prior to the scheduled date.

3. Participation certificate

A participation certificate is issued and sent by email to participants after completion of **each** training session.

For AML/CFT training sessions:

- participants receive a Training Certificate for the 2-hour session;
- participants receive a Participation Certificate for the introductory session (1-hour session).

4. Invoice

Invoices are issued and sent by email shortly after the training session.

5. Location

Onsite sessions take place at:

Loyens & Loeff Luxembourg SARL
18-20, rue Edward Steichen
L-2540 Luxembourg
Luxembourg

6. Remote sessions

The attendance link and related information will be provided by email approximately 2 business days before the training.

Remote sessions are delivered via Microsoft Teams. Participants are encouraged to turn on their camera and connect a few minutes early.

Please note that recording our sessions is prohibited unless explicitly agreed upon in advance, in compliance with GDPR and other privacy considerations.

7. Parking

No onsite parking is available. Public parking options nearby include:

- Parking Auchan – 5, rue Alphonse Weicker, L 2721 Luxembourg
Access via Avenue John F. Kennedy, Circuit de la Foire or Rue Carlo Hemmer.
- Parking Luxexpo – 10 Circuit de la Foire Internationale, L 1347 Luxembourg

8. Pricing

Fees per participant (excl. VAT) are indicated on each session's dedicated web page.

9. Duration

Duration of each training session are indicated on each session's dedicated web page.