

Course Booking Terms and Conditions

The following will apply in absence of any other agreement:

Fees:

one day course	£500.00 excluding VAT
half day course	£300.00 excluding VAT

What is included?

Unless specifically advised all preparatory work is included in the course cost, though meetings with clients may be charged separately in terms of time and expenses (see below).

All materials, hand outs, etc. are included up to a group size of approx. 16 delegates, a separate charge may be applied for larger groups

Discounts:

May be available for voluntary and charity sectors; for bulk bookings; or where clients produce hand out material - please call to discuss.

Cancellation charges:

No charge will be applied where a course is cancelled within 28 days of the event nor where the course is rearranged to a mutually convenient date.

For total cancellations between 15 and 27 days of the event the charge will be £50 plus VAT

Total cancellations within 14 days of the event will attract a charge of 50% of the agreed course cost plus VAT

Expenses:

Necessary expenses will be charged additionally to the course cost these being in relation to travel to the training location by standard class rail or by car (at 45p per mile). Also necessary subsistence and overnight stays, the latter to be agreed with or provided by the client.

For fees for advice and consultancy please call to discuss your requirements