



Course Booking and Registration

Terms and Conditions

1. Payment

- 1.1 We can only accept payment in pounds sterling.
- 1.2 All payments must be made at the time of registration/booking.

2. Refund policy

- 2.1 Cancellations must be made in writing / by email.
- 2.2 You must provide at least four weeks' notice to receive a full refund of your course fees.
- 2.3 If you cancel 28-14 days before the start of the course you will receive a 75% refund of your course fees.
- 2.4 No refund will be made for late cancellations (less than 14 days prior to course date).
- 2.5 If you decide to cancel, you will not receive compensation for any additional expenses incurred (e.g. travel and accommodation).

3. Event cancellation

- 3.1 In the event that a course is cancelled your course fees will be refunded in full.
- 3.2 We regret that we cannot offer compensation for any additional expenses that you may have incurred (e.g. travel and accommodation).

4. Privacy

- 4.1 Any personal information submitted in your registration form will be treated as confidential and will only be used in connection with your course booking.
- 4.2 A copy of your registration form will be kept on file for our records.
- 4.3 We will not pass your personal information on to third parties.