

Congress Booking and Cancellation



This document sets out our terms and conditions of booking and cancellations.

Bookings:

1. We will not accept verbal bookings for places on seminars and courses. We will accept email reservations but your place is not guaranteed until we have received payment.
2. If you wish to spread payment over the period of the course payment by a Bank Standing Order can be arranged – please contact us.
3. Fees are non-transferable to other seminars or courses or other individuals.
4. In the event we find it necessary we reserve the right to cancel your participation on the course and refund the balance of fee for any part of the course not attended less an administration fee of 10% of the course fees.
5. In the event the course is under-subscribed we reserve the right cancel the course and refund all monies paid.

Cancellations:

1. All cancellations must be received in writing. Email cancellations are acceptable.
2. You may cancel your booking with 7 days for a full refund of fees. After this period and until 7 days before the commencement of the course there will be an administration charge of £50.00
3. Cancellations made within 7 days of the course start date are not eligible for refund save where (2) applies.
4. In the event of (3) you will be indebted to us for any monies outstanding for payment of the course.
5. If you fail to attend the course all monies paid are forfeit and you will be indebted to us for any payment still outstanding.

These terms and conditions are absolute but should you believe special circumstances create an exception please contact us as soon as possible.