

**TERMS AND CONDITIONS OF BOOKING:**

**Payment:** A VAT invoice will be raised and sent upon receipt of your booking. Payment is due within 14 days of booking date.

**Substitutions & Cancellations:** If a delegate is unable to attend you will be able to nominate a substitute for the course at any time and without charge. You can also cancel, but if you do this within 30 days of the course start date the full fee is still due.

**Course Details:** Course materials and content are constantly reviewed and updated for improvement and whilst we reserve the right to amend the content and timing of courses we will keep you informed.

**Venues:** We may have to change the venue and whilst we reserve the right to do that, we will keep you informed.

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