



PRS Training Services - Booking Terms and Conditions

Course correspondence and confirmation:

All correspondence regarding bookings will be sent to the named booker on the booking form.

Nothing will be sent to the individual delegates; it is the responsibility of the booker to pass all information onto the delegate.

We will send joining instructions to you within 24 hours of receiving your booking. Please contact the bookings team on 01159 85 7 700 if you do not receive them or any details are incorrect.

Payment:

Course fees must be paid 7 working days prior to the open course date. Bespoke courses require payment no later than 14 working days prior to the course date. Please make sure that if your company requires a purchase order number with the invoice that this detail is included on your booking form.

Cancellation Policy:

More than 21 working days prior to the course date – no fee
Between 15 working days and 8 working days inclusive – 50% of course cost
Less than 7 working days or course non-attendance – full course cost

Transfer Policy:

To transfer the delegate to an alternative date within no more than 2 months charges will be levied as follows:

More than 21 working days prior to the course date – no fee

Between 15 working days and 8 working days inclusive – £50 administration fee plus VAT, plus any other costs which have been incurred, such as paperwork, books, hotels, equipment etc.

Less than 7 working days in advance – 100% of the course fee payable

Neither of the parties shall be liable to the other for any loss or damage, costs, expenses or other claims for compensation arising as direct or indirect result of breach or non-performance of any of its obligations under this agreement due to

any cause beyond the other party's reasonable control, including without limitation, any act of god, war, military operations, riot, accident, failure or shortage of fuel or power supplies, abnormally inclement weather, fire, flood, hurricane, drought, explosion, lightening, strike, lock out, or trade dispute.

Future bookings using our tutors to be made via PRS Health & Safety Training. The client will not attempt to directly employ any tutor or consultant of Health & Safety Training.