



MI Construction Training - Booking Terms and Conditions

General

These Terms and Conditions will form the basis of all training contracts with M I Construction Training, unless otherwise specified in writing by the Company.

Prices

M I Construction Training reserves the right to vary its standard prices without prior notice.

Bookings

When you make a booking, you will be sent an e-mail confirming receipt of your booking and containing the details of your booking. Your booking represents a purchase, which is accepted by us when we send an e-mail confirmation to you to confirm the course booking. It is essential that you provide us with a current e-mail address, which can be used to communicate with you on any matters relating to your booking. It is your responsibility to advise us of any changes to your email address or other contact details.

Cancellation and Postponement

- Cancellations are to be made by the Client to M I Construction Training in the form of an email, or phone call and email.
- M I Construction Training reserves the right to charge a cancellation fee in respect of any training courses.
- Training courses cancelled by the Client more than 20 working days prior to the course start date will be fully refunded.
- Training courses cancelled between 20 and 10 working days prior to the start date will result in a 50% refund.
- Cancelled courses due to commence in less than 10 working days will be charged at 100%.
- Any Delegate that fails to attend will be charged 100% of the course cost.
- Any Client wishing to transfer or do changes to a training course more than 20 working days prior to the course start date will not be charged to transfer.

- Any Client wishing to transfer or do changes to a training course between 20 and 10 working days prior to the start date will be charged £150 +VAT of the total cost.
- Any Client wishing to transfer or do changes to a training course 10 working days or less prior to the start date will be charged £200 +VAT of the total cost.
- The course date cannot be changed within 3 working days of the course start date and in the event a candidate is unable to attend, then a 100% cancellation fee will be applied.
- Should it become necessary for M I Construction Training to postpone all or part of the course, due to circumstances beyond their control, then a mutually agreeable date will be chosen on which to complete the course. The Company will not be liable for any costs incurred by the Client for such actions.

Settlement Terms

1. All payments must be made in UK sterling GBP and reference our invoice number.
2. Unless otherwise specified on the invoices, goods or services should be paid within 30 days from the date of invoice.
3. M I Construction Training reserves the right to charge interest and compensation according to the Late Payment of Commercial Debts (Interest) Act 1998.
4. The Client shall not be entitled to make any deduction from price in respect of any set-off or counterclaim.
5. No payment shall be deemed to have been received until we have received cleared funds.
6. Without prejudice to any other right available to us if payment is not received when due we shall be entitled to:
 - a. Cancel the training; and/or
 - b. Suspend the delivery of any other training course to you; and/or
 - c. Withhold the issue of any applicable training or course certificate; and/or
 - d. Charge Late Payment Compensation and Interest according to 4(iv) above.

Delegate Information

Prior to a Delegate attending a course it is your responsibility to bring these Conditions to their attention.

Delegates must not be deemed to be under the influence of alcohol or illegal drugs by our training staff.

Delegates must be able to read, write, speak and understand English.

For CPCS courses, Delegates must have passed the relevant CITB-Construction Skills H&S test two years prior to the course attended.

Equipment, and or Training aids must not be removed from the training centre. Any theft or damage caused by wilful misuse, or misconduct will be charged to the client.

Certificates of Training are awarded at the discretion of the centre and only to those Delegates who successfully complete the course. Certificates are NOT issued purely for attendance.

The candidate is required to bring their own Personal Protective Equipment (i.e., Hard Hat, Hi Viz Jacket or Vest, Safety Boots, Gloves). If the candidate fails to do so, it could result in them not being able to carry out their Practical Training.

Each candidate must bring a form of photographic ID such as a Driving Licence or Passport in order to undertake either a Health, Safety & Environmental Test or CPCS Test. **NO ID, NO TEST!**

Delegates are required to be punctual for all training courses as late arrivals may be refused and in turn will result in the course costs being invoiced to and payable in full by the client.

We respectfully request that Mobile phones are not used during training and **MUST** be turned off during all testing sessions.

The Company has limited parking at the centre, we will do our best to accommodate parking for any delegates.

M I Construction Training do not provide meals for Delegates other than as stated on the joining instructions.

Consumption of any alcohol or illegal substances is not permitted during training, nor should it be consumed immediately prior to training. If there is any evidence of such, trainers are obliged to refuse to train the Delegates. Full charges will apply if a Delegate is excluded from training for any reason relating to adverse behaviour, drugs and/or alcohol consumption.

Work boots must not be worn in the classrooms or tearoom, so it is advisable to bring an alternative pair of shoes.

Candidates must sign in and out of the visitor's book which can be found in the canteen area.

To participate in this course, the candidate is required to read, write, speak and understand English. For example, you should be able to read and understand a newspaper article and hold a conversation in English.

If a candidate has any special needs or requirements, such as physical disability, dyslexia or literacy issues, then please contact M I Construction Training Ltd as soon as possible so we can do our best to assist them.

Free tea and coffee will be available in the canteen area.

Changes and Updates to these Terms and Conditions

These terms and conditions may be reviewed, and updated from time to time, and the terms and conditions prevailing at the time of booking will apply. These Terms and Conditions were last reviewed and updated on December 2024.