



Tala Training - Booking Terms and Conditions

1. Cancellation Policy

The following cancellation terms apply to all delegate bookings:

Working Days Before Course Start Date	Chargeable Amount
14+ days	No Charge
9–13 days	25% Charge
5–8 days	50% Charge
3–4 days	75% Charge
2 days or less	100% Charge

All cancellation requests must be submitted in writing.

2. Payment Terms

- Invoices will be raised on the course/event start date.
- Payment is due 14 days from invoice issue date.

3. General

By confirming bookings with Tala Training, the booking agent agrees to the above terms and conditions.