



Safety For Group - Booking Terms and Conditions

1. Booking Form

1.1 Upon receipt of the Safety For Training Course Booking Form and purchase order (if required) an invoice will be sent confirming your booking. Please note that if you are requesting an invoice without a purchase order number, your booking will only be confirmed when full payment is received.

2. Payment Terms

2.1 Payment terms are 28 days from date of invoice. We require full payment at least two weeks prior to the course start date or within 28 days of the invoice date, whichever is soonest.

3. Joining Instructions

3.1 Full joining instructions will be sent to the email address provided by the booker on confirmation of booking. If the booking is made within two weeks of the course start date, joining instructions will be issued upon receipt of payment.

4. Cancellation

4.1 Where a cancellation is received three to five weeks before the start of the course, there will be a charge of 50% of the course cost. Where a cancellation is received within three weeks of the course, the full course cost will be payable. Where a cancellation is more than five weeks before the commencement of a course, there will be no cancellation charge.

4.2 We will try to accommodate requests for postponement, changes in names, reductions in numbers, changes to duration or changes to agreed dates whenever possible, but reserve the right to impose a cancellation charge.

5. Payment details

5.1 Methods of payment include cheques, made payable to Safety for Group Ltd or bacs transfers, the details for which are on all invoice submissions.

Delegate Agreement

We endeavour to maintain a high-quality portfolio of relevant and up to date training through robust processes and review.

All delegates taking part in our training courses and qualifications are expected to participate actively to the completion of the programme, including any post course assessment that may be required.

It is understood that any assessment undertaken will be the delegate's own work, and sources referenced appropriately. We are happy to provide delegates with further advice and guidance regarding assessment should it be required.

General Course Information

1. Safety For shall endeavour to ensure that the published programme for training is provided; however, the Company reserves the right to alter published timetables and speakers/trainers.
2. The courses shown on our website are those currently offered by Safety For, and the contents remain the property of Safety For at all times.
3. Accommodation is not included with any of our courses. Further advice about accommodation and local corporate rates is available from the Training department on +44 (0)1948 871373.
4. Refreshments: all courses include refreshments and lunch as appropriate.
5. Transport is not included with any of our courses. All prices are exclusive of transport either to or from the training venue.
6. Overseas delegates: delegates are reminded that the language of instruction is English across all of our courses, with no exceptions.
7. Special requirements (including dietary, access and learning): delegates are requested to provide advance notice of any special requirements they may have.
8. Safety For reserves the right to cancel a training course if the minimum delegate numbers have not been reached. Safety For will endeavour to give two working weeks' notice of cancellations. The Company's liability shall be limited to a refund of any booking fees paid.

Footer: Safety For Group Ltd (Company No. 12731320). Registered in England & Wales, with a registered office address: Park View Business Centre, Combermere, Whitchurch Shropshire SY13 4AL. T: 01948 871 373 ~ E: enquiries@safetyfor.co.uk ~ W: www.safetyfor.co.uk. Attention drawn to Privacy Notice, available on website.

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