



Logic SHE Solutions- Booking Terms and Conditions

Fees

All fees are payable in advance unless an account has been approved.

No certificates or course reports will be issued to Clients until payment has been received in full.

Logic SHE Solutions Ltd reserves the right to refuse admittance to the booked course until payment is received in full.

All fees quoted are correct at time of publication.

Responsibilities

When training is provided at the Clients premises, it is the Client's responsibility to ensure that the training facilities and conditions are appropriate to the training provision. The company and/or designated company representative reserves the right to abandon/discontinue or rearrange the provision of training where such circumstances prevail that would affect the quality of training to be provided. In the event of cancellation/re-organisation, the Client is responsible for cost incurred.

Attendance

Each delegate must attend the course in full. A late start, early finish or a missed day will not be acceptable under any circumstances.

Cancellations

Logic SHE Solutions Ltd reserves the right to alter or cancel the dates or provision of service, the venue or the person/company delivering the course.

In the event of cancellation of a course, bookings will normally be transferred to the next available course unless an alternative arrangement is made at the client's request.

Should a course be cancelled or transferred to an alternative date by the client, Logic SHE Solutions Ltd reserves the right to apply the following charge (notice dates are inclusive of weekends):

- Cancellations made within and including 14 days of the start date of the course – 50% charge

- Cancellations made within and including 7 days of the start date of the course – 100% charge

Logic SHE Solutions may also charge an admin fee of £35.00 + VAT for each cancellation or transfer.

All cancellations/transfers must be confirmed in writing.