



ALC Courses - Booking Terms and Conditions

Your place is **not secure until payment has been received.**

Payment must be made **before the start of the course.**

If your company requires a **PO number**, this must be provided.

The course fee is inclusive of **all course material, passport, etc.**

Course Changes

ALC Courses Ltd reserves the right to **alter the course date.**

If ALC Courses Ltd cancels a course, the booking will normally be **transferred to the next course**, unless otherwise requested.

Cancellation Charges

Notice Given	Charge
30 days before the start of the course	No charge
14-29 days before the start of the course	50% of the course price
0-13 days before the start of the course	100% of the course price

Payment Method

Payment is to be made by **BACS** or by **cheque payable to ALC Courses Ltd.**