



UK Training - Booking Terms and Conditions

Payments must be received 7 days prior to the course. Once UK Training has received the booking you are liable for payment. UK Training reserves the right to cancel the course, for example, due to under subscription. In such circumstances a full refund of course fees will be made or a transfer to another suitable course will be offered to the delegate. No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Cancellations

- More than 28 working days before the course, no charge will be made.
- 7-28 working days before the course, 50% of the fee will be payable.
- Less than 7 working days before the course, the whole fee will be payable.

Substitutions

- May be made at any stage at no cost.

Transfers

- Transfer to a subsequent date when the same course is running, subject to availability of places, will incur a standard fee of £15.
- Any accommodation cancellation costs may be charged. If the transferee subsequently cancels, the original cancellation clause will apply. All changes requested verbally must be confirmed in writing or e-mail. Changes will become effective on the date of receipt of written confirmation. Occasionally, due to circumstances beyond our control, alterations to timing and content of courses may become necessary. We therefore reserve the right to modify the course information, tutor or venue.