



Booking Terms and Conditions

Course Bookings

- Courses must be **pre-paid**, unless you have an account agreed with **AJS Training & Assessment**.
- Delegates must attend **every day** of the course. If a delegate fails to attend any of the days, **full payment** of the course will still be required.
- Customers should ensure they understand the **course contents** and that the course meets their training needs **before booking**.
- If the course is **cancelled within 10 days** of the course date, **full payment** will still be required.
- If payment cannot be made on time, customers are asked to contact AJS Training & Assessment to discuss **payment terms** and any possible **grace period**.
- If an invoice is not cleared within the payment terms, the outstanding invoice may be passed to a **debt collection agency**, and additional charges will be added to the invoice cost.
- Where **AJS Training & Assessment** is contracted to deliver training on behalf of another training provider, and that booking is cancelled within **10 days** of the commencement date, **full payment of the booked period** will still be required.