

CPD Workshop – Terms and Conditions

1. Application and Payment

- (i) All bookings must be on an official Enrolment/Booking Application Form.
- (ii) The deposit is non-refundable under any circumstances and non-transferable.
- (iii) Payment of fees in full will benefit from a discount only in accordance with instructions on the website and when the sum is received four weeks before the commencement of the course.
- (iv) If an organisation is willing to pay a student's fees, payment must be made in full accompanied by the application form at least two weeks before the commencement of the course. Bookings cannot be guaranteed until payment has been received from the organisation.
- (v) Please note, provisional bookings are not guaranteed (even for previous students). Bookings are only secured by total payment or deposit, on a first come, first serve basis, as spaces are limited.

2. Personal Health

- (i) At the time of enrolment, to your knowledge, you should have no health condition that could be affected or worsened by the requirements of the course for which you are applying, nor are you awaiting hospital admission or taking medication that could be contraindicated. If in doubt in any aspect please check with your GP. The School cannot refund fees should you have to terminate the course due to a known health condition becoming worse or a hospital place becoming available.

3. Cancellation

- (i) If you have to cancel or terminate due to bereavement of a close family member, or serious ill-health (unknown at the commencement of the course), a doctor's certificate of inability to continue will be required. Sometimes, under exceptional circumstances it is possible to transfer to the next course subject to an additional administration cost of £25 and terms of agreement & conditions.
- (ii) Full payment must be made if cancellation is made within two weeks of the commencement date. If a cancellation is made two weeks prior to the commencement of the course, all monies will be refunded minus the deposit or in the event of full payment, a £25 administration fee will be deducted.
- (iii) In the event of the School cancelling a course, all monies paid (including the deposit) will be repaid in full.