

TERMS AND CONDITIONS

A number of specific booking conditions referred to in the Booking Information section are further detailed in this section together with additional terms and conditions, please read in full prior to booking.

COURSE FEES

Payment of a specified **deposit** is required to **secure a course place(s)** and a **final payment** is required **no later than 4 weeks prior** to a course start date.

A single **payment in full** is required to secure a course place(s) for **bookings** made **within 4 weeks** of a course start date.

CANCELLATION POLICIES

1. WHAT HAPPENS IF YOU CANCEL

If you wish to cancel a place(s) we ask that you let us know via email or text up to 14 days prior to a course start date. Cancellations notified within this times will enable a full refund minus a £15 per person administration fee*.

If you wish cancel within 14 days of a course start date the refund will be 75% which will increase to a full refund minus a £15 per person administration fee if a replacement booking can be secured.

**administration fee covers additional time/resources required to attempt to secure a replacement booking.*

2. WHAT HAPPENS IF WE CANCEL

Place numbers on our courses are kept low to maximise the opportunities for one to one tuition, we do, however, reserve the right to cancel or postpone a course if we deem uptake of places is not sufficient to run a course(s) . In addition there may be reasons outside our control which cause a course(s) to be cancelled.

We will always actively seek to avoid cancellations, however, if it becomes unavoidable you will receive a full refund of course fee; we shall not be liable for any other consequential loss.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

We will make available the following PPE for use during the course as appropriate: safety glasses, aprons, dust masks and earplugs.



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PERSONAL DATA

'Personal data' e.g. name, postal address, email address and telephone number will never be shared with a third party..

PHOTOGRAPHS & VIDEOS

We will, on occasion, take photos and short videos of courses in action for the use in the promotion of future courses (websites, social media etc.) and as is traditional, we would like to take a group photo at the end of the course . In no circumstances will a participant's name be included unless express permission has given.

The booking form includes a section for you to let us know if you do not wish us to use images of you participating in any of our courses.

