



Terms and Conditions

IAT L2 and L3 Diploma / Individual Modules

- 1) A valid purchase order number is required prior to the commencement of the course / module.
- 2) If a learner is unable to *commence* the course / module, you may substitute, by prior arrangement and after notifying us, someone else from your organisation.
- 3) If a learner is unable to *commence* a course / module, and you do not wish to give the place to someone else, a cancellation charge of 10% of the total course / module cost will apply once access to the e-learning portal is made available to the learner; this is to cover registration and administration costs. A credit note will be issued for the remaining amount.
- 4) Credit notes will expire 24 months after date of issue.
- 5) Learners must complete their studies within their contract period, if not completed the contract may be extended but charges will apply.
- 6) Invoices will be raised following the completion and submission of the Learner Agreement form; payment is due 30 days after the invoice date unless an alternative payment schedule has been agreed.
- 7) Postponements to scheduled face to face tutor sessions may be made at short notice by Learning Curve (Development) Ltd if there are unavoidable circumstances. Where applicable, delegates are advised to book refundable travel options as Learning Curve (Development) Ltd will not accept responsibility for any loss incurred through the advanced booking of personal travel.
- 8) All study materials provided are intended for individual personal use and are protected under English and International copyright laws and conventions and may not be published, copied, sold or otherwise reproduced or distributed.