



## Terms and Conditions

### External Workshop / Course Bookings

- 1) A valid purchase order number is required to guarantee the booking.
- 2) Workshop / course details will be released to delegates at the earliest opportunity following receipt of a completed booking form and a valid purchase order number.
- 3) If a delegate is unable to attend a workshop / course, you may substitute, by prior arrangement and after notifying us, someone else from your organisation. Any changes to a booking must be made in writing and confirmation of this change will be acknowledged by us.
- 4) Invoices will be sent on completion of the workshop / course to the address on the booking form, unless otherwise specified; payment is due 30 days after the invoice date.
- 5) Cancellations made by an applicant / delegate following submission of a completed booking form may result in the following charges:
  - Cancellation within 4 weeks of workshop / course date: 25% of cost
  - Cancellation within 2 weeks of workshop / course date: 50% of cost
  - Cancellation within 1 week of workshop / course date: 100% of cost
- 6) Cancellations made by Learning Curve (Development) Ltd may be made at short notice if the minimum number of bookings is not received (normally 6), or there are unavoidable circumstances. Delegates are advised to book refundable travel and accommodation options as Learning Curve (Development) Ltd will not accept responsibility for any loss incurred through the advanced booking of personal travel or accommodation. Up to date information on workshops and courses is available by contacting us at [info@learningcurvedevelopment.co.uk](mailto:info@learningcurvedevelopment.co.uk).
- 7) 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for individual personal use and are protected under English and International copyright laws and conventions and may not be published, copied, sold or otherwise reproduced or distributed.

### In-house Workshop / Course Bookings

- 1) A valid purchase order number is required to guarantee the booking.
- 2) Standard course and workshop rates are based on a daily / half daily tutor rate.
- 3) Travel and accommodation may be charged additionally.
- 4) The minimum number of delegates suggested is 6, the maximum is normally 10.
- 5) The maximum number of delegates may be increased by prior arrangement.
- 6) Charges will be made for additional internal delegates at a rate of £50 per half day and £100 per full day.
- 7) Where hosts are willing to accommodate additional external delegates, 10% will be deducted from the course fee if spaces are successfully filled.
- 8) Changes to a booking must be made in writing and confirmation of this change will be acknowledged by us.
- 9) Costs incurred by Learning Curve (Development) Ltd due to late changes of an in-house workshop / course made by an organisation will be invoiced (e.g. booked travel tickets and accommodation).
- 10) Invoices will be raised on completion of the workshop / course; payment is due 30 days after the invoice date.
- 11) Cancellations made following confirmation of a booking may result in the following charges:
  - Cancellation within 4 weeks of workshop / course date: 25% of cost
  - Cancellation within 2 weeks of workshop / course date: 50% of cost
  - Cancellation within 1 week of workshop / course date: 100% of cost
- 12) Cancellations made by Learning Curve (Development) Ltd may be made at short notice if there are unavoidable circumstances.
- 13) 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.