

Terms & Conditions of Booking

COURSE FEES

Full payment of course fees are due **before** or **on the day of** the course date. We reserve the right to cancel bookings where payment has **not** been made before the course commences.

CANCELLATIONS AND TRANSFERS

Cancellations and **transfers** of must be made in writing via email to Angela at **Training 26** angela@training26.co.uk. Please note that changes & transfers can cause considerable difficulties and in such event, we reserve the right to impose the following charges:

Notice given before course date	Cancellation	Transfer
Non Attendance on day of course	100% of course cost	N/A
5 working days or less	100% of course cost	25% of course cost
6 to 10 working days	50% of course cost	£25 transfer fee
More than 10 working days	No Fee	No Fee

SUBSTITUTION OF DELEGATES

Substitution of one delegate for another may be made at any time without charge.

PROVISION OF SERVICES

Training 26 will make every effort to provide the course(s) booked. However, we reserve the right to cancel or postpone any course. If we postpone a course, alternative dates will be agreed and will not change. If we cancel, fees already paid will be refunded.

Training 26

IT, Management & Business Skills Training

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