

## 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 course bookings must be made in writing (email) to **Training 26**. 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 SERVICE

**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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