

STANDARD TERMS AND CONDITIONS

Bookings

Quotations must be signed or agreed by email in order to confirm bookings.

Payment Terms

A VAT invoice will be issued prior to the course. Full payment is required on receipt of the invoice and payment should be received within 30 days of the invoice date or 14 days prior to the course commencement date, whichever is earlier. Should the booking be made within 10 working days of the course commencement date, then payment must be made immediately. Attendance on a course may be refused if full payment has not been received. The client agrees to meet all bank, transaction and conversion charges to pay the full invoice amount, in British Pounds (GBP).

Cancellations

Client cancellations will be refunded as follows:

- Greater than 10 working days prior to the course - 75% of the original invoice value excluding VAT.
- 10 or less working days before the course – no refund.

In the event of any cancellation, you must pay any costs for which we are liable to third party suppliers, for example facilities, equipment or catering.

We reserve the right to cancel a course at short notice should events beyond our control make this unavoidable. If this should occur, delegates will be offered a place on our next available scheduled course, or alternative dates where it is a client-specific course.

Rescheduling

Clients may reschedule to another public scheduled course. Rescheduling will be subject to a £45 administration charge. Rescheduling must take place within 3 months of the original training date, subject to availability. We reserve the right to pass on any external costs caused by client rescheduling. Rescheduling must be requested more than 10 working days before the course start date. Rescheduling within 10 working days of the course will be treated as a Cancellation, above.

Substitution

Clients may substitute delegates on a course at no charge but must take full responsibility for ensuring that all course documentation is passed on and that the delegate meets the relevant pre-requisites for the course. Due to the intensive nature of PRINCE2 training and the preparation required, substitution must be made at least 1 week prior to the course start date.

Liability

Advantage Learning cannot accept any liability for any actions whatsoever of delegates.

Employment

Any person introduced to the client by Advantage Learning Limited who is subsequently employed either on a temporary or permanent basis by the client or any company that the client introduces, within a period of two years of the initial introduction date renders the client liable to pay an introduction fee to Advantage Learning Ltd of an amount equivalent to 20% of the first year's salary.

Intellectual Property

During the course you will receive hard copies of material which is copyright to Advantage Learning Ltd. You agree not to copy, store or reproduce this material by any means without written authorisation from Advantage Learning Ltd.

Course Materials

Course materials will be dispatched by courier and require a signature on delivery. Proof of delivery to the company or organisation named above is proof of receipt and acceptance of the costs of all Course Materials. Evidence provided by a courier shall be a valid proof of delivery.