

TERMS & CONDITIONS

Leisure East Devon Ltd Training & Education

INTRODUCTION

These terms & conditions apply to your application for your training course. The following will outline your obligations as a student and our obligation to you.

BOOKING A COURSE

- 1 All bookings must be accompanied by a 'Course Booking Form' and a non-refundable deposit.
- 2 Bookings made on your behalf by your employer must be accompanied by an official order and your 'Course Booking Form'.
- 3 Outstanding balances must be paid one calendar month before the course start date.
- 4 Your application does not guarantee a place. Leisure East Devon will confirm to you if your booking has or has not been successful.

CANCELLATIONS

- 1 4 weeks or more notice prior to the course – you will get a full refund less the non-refundable deposit.
- 2 2 weeks notice prior to the course – 50% refund less the non-refundable deposit.
- 3 Less than 2 weeks or non-attendance – no refund.

TRANSFERS

- 1 4 weeks or more notice prior to the course – transfer fee of £50 applies.
- 2 Less than 4 weeks notice – no transfer.
- 3 With a medical certificate at anytime – transfer fee of £50 applies.
- 4 All transfers must be made within one year of original booking.

ASSESSMENT

- 1 Deferral of assessment at time of booking – no fee applicable if notification is received with your booking.
- 2 7 days or more notice prior to assessment day – deferral fee of £50 applies.
- 3 With medical certificate at anytime – £50 administration fee.
- 4 Non-attendance or no notification – Re-assessment fee of £100 will be payable.

CERTIFICATION

Certificates will not be issued if any fees are outstanding.

COURSE CANCELLATION

Should Leisure East Devon Ltd need to cancel or change any course dates, we will notify you by post and/or telephone. You will be entitled to a full refund or free transfer to another course.