

Complete Personal and Professional Development Course

Terms and Conditions

- Option 1 means paying for the course with 11 monthly instalments of £85 commencing at the beginning of September 2010 and finishing with a last instalment at the beginning of July 2011. A non-refundable Booking Fee of £65.00 is to be paid to secure your place, either by electronic transfer or cheque. The monthly instalments to be paid by standing order on the same date each month.
- Option 2 means paying for the course in one payment of £1,000 prior to the first course day.
- For Option 1 and 2 course fees are based on the expectation that Students will attend all of the course days. If a day/weekend is missed the student may attend the same day at another venue or on another occasion. If this day or weekend is a pre-requisite for the rest of the course and there is no other available course date prior to the continuation of the course, then the Student can defer until the following year or leave the course.
- If a student has paid in full and decides to leave the course, good reason must be given and submitted in writing. If the Student cannot defer until the following year then a refund will be given after deducting the cost of the course to date based on the breakdown of costs in Option 3, Pay as You Go. The Student is welcome to return to the course under the Pay as You Go payment scheme or restart the full course under Option 1 or 2 payment schemes. The Books, DVD's, CD's and other additional course material supplied must either be paid for or returned. The same applies if someone is paying monthly and leaves the course, a final statement will be prepared and either the Student or Tutor, whoever is indebted to the other, must settle the final account.
 - Places are reserved on a first come, first served basis and the booking fee or full payment secures the place.
 - If the course is full there may not be any Pay as You Go places available until the following year or the Tutor decides the schedule additional course dates in response to demand.
- The Course Tutor reserves the right to change the course dates, venues and fees but will ensure that as much notice as possible is given to minimise any inconvenience.
- The Course Tutor reserves the right to postpone or cancel courses at her discretion, prior to the start date.
- Students are responsible for notifying their Course Tutor as soon as possible if unable to attend a weekend or part of a weekend.
- Students must notify the Course Tutor immediately of any illnesses or barriers to learning.
- Minimum age of applicants needs to be 16.

