



NSC Course Booking Terms & Conditions

Dear Candidate

Thank you for choosing to book your training program with us, we look forward to training with you soon. As part of our company policy, we would like to re-iterate the terms and conditions of booking with us. Our company Terms & Conditions, agreed by you at the time of booking are;

Bookings

Your course booking must be confirmed with a deposit or full payment paid at time of booking. If your chosen course is within one calendar month, full payment required.

UK Visas

As your training provider, we are not and cannot be held responsible for any applications for entry into the UK, this is the responsibility of the candidate. Details can be found at: <http://www.ukvisas.gov.uk/en/>

Invoices

Invoices must be fully paid a minimum of 1 calendar month before commencement of your course, unless a booking is taken within that time scale, at such times the invoice becomes due on the issue date.

Cancellations

Cancellations by us; we reserve the right to postpone, cancel or alter the dates or provision of a course and/or the venue of the course.

Cancellations by you; in the event of cancellation by the delegate, the delegate's manager or any representative of the delegate's organization, bookings will be transferred to the next available course, or the candidate requests a future date. A substitute delegate may be sent at no additional cost provided the substitute meets any necessary pre-entry conditions for that course. If a booking is cancelled or transferred to a different course by the delegate or their representative the following fees will be payable:

Notice Given: (1) More than 28 days **50% of fee returned, less a fee of £1500 or full payment, if applicable.** (2)

14 to 28 days **0% of fee returned, however you can transfer to another future date, if seats are available.** (3)

Less than 14 days **0% of fee returned.** Telephone cancellations can be accepted but must be confirmed immediately in writing (by post, fax or e-mail) Seat Deposit: Your booking must be accompanied by your £1500 seat deposit, if you are not able to make this deposit now, do not place an order.

Pre Course Monthly Payment Undertaking

On completion of your booking including the payment of your initial deposit or if full payment is not received with your booking. You agree and undertake to make regular monthly payments into your online account with us of a minimum amount, being £500 until your invoice is paid in full. If your invoice includes an amount that does not divide equally by £500 (i.e: £300 outstanding) then this amount will need to be paid. Your booking is an agreement to these terms and conditions by completing the order form and is a legally binding contract. If you do have a concern, or problem attending your chosen course, please let us know at your earliest convenience. We are happy to assign your deposit to a future course and will hold this for a period of 12 months, after which time, this agreement will be deemed complete.