



TERMS & CONDITIONS

The following terms & conditions apply to all personal development training courses booked with the Change Corporation

- All prices quoted are subject to the addition of VAT at the current rate of 17.5%.
- Deposits are non-refundable.
- Any payment plans are subject to the terms and conditions on the signed agreement form.
- Payment in full must have been received by us as cleared funds prior to the commencement of the training course booked. Failure to do so may result in the refusal of delegate access to the training course booked.
- If, for any reason, you have to cancel an agreed booking, this must be notified to us in writing, and the cancellation fees will apply as set out below:

Notice Given	Cancellation
Less than 1 week	100%
Less than 1 month	75%
Less than 3 months	50%
More than 3 months	25%

Certification requires attendance on the entire course

Subject to our discretion, if you are unable to attend a training programme you may be able to transfer to a later event subject to a 20% administration charge or provide a substitute delegate at no charge. If you are unable to attend the alternative date provided then normal cancellation rates will apply.

Signature

Date