



## Terms and Conditions for On-Site Course Bookings

To secure your booking and avoid disappointment please follow the advice below:

### 1. BOOKING A COURSE

- 1.1 You can make full payment with your Booking Form.
- 1.2 Payment for on-site courses must be received in full two weeks prior to the course commencement

### 2. PROVISIONAL BOOKINGS:

- 2.1 To register interest in a course, a provisional booking may be taken, pending a deposit or payment as above, but this will not guarantee the course. Bookings secured as in Section 1 above have priority over provisional bookings.

### 3. LATE BOOKINGS:

- 3.1 Late bookings, i.e. within Five days of course commencement, must be accompanied by full payment.

### 4. COURSE CANCELLATION OR TRANSFER:

- 4.1 In the event of you cancelling with more than 10 working days notice before a course commencement date, then you will be liable to a charge of 50% of the agreed rate.
- 4.2 In the event of you cancelling with less than 10 working days notice before a course commencement date, then you will be liable to a full charge of the agreed rate.
- 4.3 In the event of you rearranging the course dates, you will be liable to a £50.00 administration charge.
- 4.4 In the unlikely event of Medi-K cancelling the course that you have paid for, you will be entitled to a full refund.

### 5. COURSE FEES

- 5.1 Medi-K reserves the right to change course fees, terms and conditions at any time.

### 6. VAT

- 6.1 All course fees, including cancellation fees, are not subject to VAT at 20%.

**Please remember that without a deposit or purchase order number your on-site course cannot be guaranteed.**