

Centre for Assessment Training Terms & Conditions

The booking of a place on a training/event delivered by or arranged on behalf of Centre for Assessment Ltd constitutes a contract between the organisations /persons booked and Centre for Assessment Ltd and Training Terms and Conditions apply.

The Centre for Assessment Ltd reserve the right to change the programme, presenter, venue and alter or cancel published dates without liability

Booking Confirmation

On receipt of a booking, joining instructions will be sent out by email confirming course, date, venue and cost. If you have not received confirmation 5 days before the start of the workshop or event, please contact our office on 0161 359 3405.

Open Course Cancellation/Transfer Policy

- For all open courses, ten working days or less notice of cancellation - full course fee applies
- Failure to attend, without prior notice - full course fee applies
- Substitute delegates can be made at any time without extra charge
- For open courses with a duration of 2 days or more and between 11 and 28 days' notice of cancellation - 25% course fee applies
- All cancellations and transfers must be emailed to: cfatraining@centreforassessment.co.uk

Bespoke Training Cancellation/Transfer Policy

- Provisionally agreed dates are only held for 5 working days.
- The quoted fees are valid for 30 days from date of issue and inclusive of all reasonable expenses unless otherwise specified.
- Bookings/Dates will only be confirmed on receipt of the signed booking form or training agreement.
- No training/work will be delivered until a signed booking form or training agreement has been received.
- Notice of cancellation must be in writing by email to cfatraining@centreforassessment.co.uk .
- In the event of cancellation, we reserve the right to charge for any costs incurred during the planning stage of your project. If we have not incurred any costs and the booking is cancelled before the cancellation period, no charges will apply.
- If the client withdraws from the project less than 10 working days before the agreed start date, then Centre for Assessment Ltd shall invoice the client for 50% of the total project value.
- If the client withdraws from the project within 7 days of the agreed start date, Centre for Assessments shall invoice the client for full cost of the project.
- Transfer of dates by the client, giving less than 7 days' notice will incur a fee of £350 + vat per day over and above the original contract value.
- Transfer of dates beyond 60 days of the original specified date(s) is not permissible and full costs would apply.

Dietary requests

For courses that provide catering, if you have any special dietary requirements you must notify us by email at least 10 working days before the course. If any dietary requirements cannot be met, then the delegate will be required to provide their own catering without cost incurred to Centre for Assessment Ltd. No deduction from the agreed fee will be made to the delegate for provision of their own catering.

Centre for Assessment Ltd accept no liability for any catering or refreshments provided. Any dispute causing loss or suffering must be made with the catering provider or venue directly.