



Suffolk
New
College

Course Booking Terms and Conditions

Version 2.1 08/2008

Course Fees

Full fees are payable with bookings. VAT at the current rate is to be added to the fee where applicable. Training materials are provided for all the courses.

Provisional Bookings

Provisional bookings are accepted by telephone or by FAX. However, a booking is only regarded as definite when a completed booking form and remittance/official company purchase order have been received.

Substitutions of Delegates

Non-qualificatory courses

Substitutions of original delegates for non-qualificatory courses may be made at any time and confirmed in writing.

Qualificatory courses

No substitution for qualificatory courses will be allowed within 10 working days of the course start date.

Cancellations

Late cancellations will be charged as follows:

6-10 working days before course start date -50% of fee charged

Less than 6 working days before course start date – 100% fee charged

Booking Conditions

Non-qualificatory courses

A booking form is provided with the general course literature and must be completed and returned to us no later than 3 working days before the course start date.

Qualificatory courses

For booking forms must be received 10 working days before the start date.

Course Locations

Courses will be held at several locations within the area. The full details of your course location will be supplied with your Joining Instructions.