

ADULT DYSLEXIA CENTRE (ADC)

TRAINING COURSE TERMS AND CONDITIONS

Bookings

Provisional bookings can be made telephone but to secure your place, written confirmation must be received within 10 days of the provisional booking being made.

Course registrations must be received in writing, using the booking form sent by post or email.

Payment

Payment must be received prior to attending the course. The course fee includes course materials and refreshments. Travel and accommodation is the responsibility of the delegate and are not included in the course fee.

Joining instructions

Information about the course including travel information will be sent on receipt of the written registration.

Cancellations and Transfers

Whilst we will always endeavour to accommodate our delegate's requests, all of our courses have limited numbers, therefore cancellations or transfers at short notice cause inconvenience and may jeopardise the viability of the course. For this reason we are obliged to charge the following administration fees and surcharges:

Cancellations made up to 21 days or more before the course date will be refunded less a £10 administration fee.

Cancellations made within 21 days of the course date will be subject to the full course fee and no refund will be given.

Requests to transfer to a later course date will be subject to a surcharge of £10 if the request is made within 21 days of the course date that was originally requested.

All cancellations and requests for transfers must be in writing and sent via email or post.

The option to transfer can only be used once, after which non-attendance will be treated as a cancellation and the full fee will be due.

Delegate substitutions can be made at any time without incurring a penalty but we require notice of the change of attendee.

Amendments to courses

ADC reserves the right to cancel or modify any training event in its programme. In the event of a cancellation where an alternative cannot be provided, payment received in respect of that course will be refunded in full

Copyright

It is acknowledged that all intellectual property rights, including copyright remain the sole property of the Adult Dyslexia centre and any recordings or copies made of course materials will be an infringement of copyright unless agreed in advance and in writing by ADC

Agreement

By completing and returning the booking form delegates are agreeing to be bound by these terms and conditions.