

Terms and Conditions

COURSE FEES:

Open Courses (when available):

Standard Rate - £125 per learner per day plus VAT.

This applies to organisations with more than £500K turnover

Discounted Rate - £100 per learner per day plus VAT.

This applies to organisations with less than 500K turnover,

On-Site Delivery:

Training delivery - £650 per day, plus VAT.

Plus reasonable expenses @ HMRC rates – TBA by clients.

On-Site Delivery Dates:

PennysmartCIC are only able to hold dates on a provisional basis until booking details are received and terms and conditions signed and agreed. We will then make every effort to arrange dates that are suitable for our host organisations.

Booking and Payment:

Please complete the booking form and return it with your cheque to PennysmartCIC training Dept., details below. Alternatively, payment can be made via invoice with payment terms of 30 days, for open or on-site courses, please contact us directly for details.

Confirmation and Joining Instructions

We will send you written confirmation within 10 working days of receiving your booking. Please contact our Training Dept. on 0845 459 9055 or email training@pennysmart.org.uk if you do not receive this.

If the course is full, we will write to inform you that we have placed you on the reserve list and will contact you if a space becomes available. We will not process your payment unless your place is confirmed.

You will receive joining instructions along with a venue map and directions approximately 10 working days before the course takes place for open courses.

Course Cancellations

PennysmartCIC reserves the right to cancel courses up to 10 working days before the course date. Regrettably, if we do have to cancel a course we cannot refund any expenses incurred, e.g. travel tickets or accommodation costs. We will of course refund your course fee.

If you wish to cancel your course the following fees will apply:

More than 2 weeks' notice – no charge

Between 7 days and 2 weeks – 50% of course cost, or option to reschedule.

Less than 7 days – full course cost due.

I agree to terms and conditions

Signed:

Date:

Organisation:

Email: