



## Booking Terms and Conditions:

### Course bookings

In order to attend a BLS course, a written registration request must be sent by email to [enquiries@blsuk.com](mailto:enquiries@blsuk.com). If the registration is accepted, the course administration department will issue the delegate with an acceptance letter and an invoice.

### Payment

Course fees **MUST** be paid at least **two weeks prior** to the course commencement. Failure to make payment on time will result in an automatic cancellation.

### Cancellations

Cancellations made up to seven days prior to course commencement will qualify for a full refund of the course fees. Cancellations made less than seven days prior to course commencement will not qualify for any refund.

All cancellation requests must be submitted in writing.

### Language

Fluency in English is an essential requirement for attending courses at BLS.

### Cheques

BLS will only accept a/c payee cheques that are made out to Business Learning Solutions Ltd. The invoice number and company name must be indicated clearly on the back. Cheques can take between 3-5 days to clear.

### Substitutions

Delegates registered on any course can be substituted at any time without risk of a penalty. Substitution requests must be made in writing.