

# **Right Track Security Services Training Courses Terms and Conditions:**

## **Fees:**

We request full payment 4 weeks prior to the start of your course (unless otherwise agreed). Right Track Security reserves the right to re-allocate training to another delegate if fees are not paid in time.

## **Venues (Public Courses):**

A location map of how to get to the venue will be included if required. Delegates requiring overnight accommodation should make their own hotel arrangements. Payment, cancellations or queries on hotel bookings must be made directly to the hotel.

## **Refreshments (Public Courses):**

Tea/coffee on the day is provided and these are included in the course fee. Participants are in charge of organizing their own additional refreshments and lunches. These are not included in the course fee.

## **Course Literature:**

Course workbooks, stationary and certificates are included in the course fees. The course text, workbooks and literature are subject to copyright.

## **Certification:**

The cost of certificates is included in the course fees. Certificates will not be issued until all monies / fees due are paid in full.

## **Changing of Dates:**

In the event that course dates are agreed and the client wishes to change agreed dates the following percentage of fees listed below will apply as charges.

<b>Notice Given</b>	<b>Percentage of fee to be Paid on Notice of Change of dates</b>
7+ Working Days	0%
3-7 Working Days	40%
1-3 Working Days	60%
Less than 1 Working Day	100%

**Cancellations:**

Right Track Security Services LTD reserves the right to cancel or alter the dates or provision of services without liability and to alter the venue and the individual or organisation providing the service without prior notice. In the unlikely event of course cancellation by Right Track Security Services LTD bookings will normally be transferred to the next available course / date unless you specifically request otherwise.

If the client wishes to cancel the following percentages of fees, depending on notice given, will be applied as a charge.

<b>Notice Given</b>	<b>Percentage of Fee Credited on Cancellation</b>
More than 28 days	Full Refund or Credit
14 – 28 days	50%
Less than 14 Days	0%

**Authorisation:**

Please read the above training courses terms & conditions before signing below.  
I have read and understand the training course terms & conditions.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Order Number</b>	