

Terms and Conditions

1. Booking Confirmation

These details are your booking confirmation. If you require any other details, please contact Paula by either email paula@7ytraining.co.uk or 07808670110

2. Refreshments

The course fee includes refreshments with courses running at the Wharton Court Training Centre. Lunch is provided on all full day courses unless otherwise stated.

3. Cancellations and Amendments by candidate

Any amendments or cancellations must be advised as soon as possible and confirmed by email. 7Y Training Services Ltd will accept a change of candidate name at any time, up to the start of the course, without a penalty being incurred. 7Y Training Services Ltd will try to comply with any requests for a transfer to an alternative course date but retain the right to charge for any unrecoverable costs that are incurred within the cancellation periods noted below.

4. Cancellation Rates

Period of notice given before Training course date	Cancellation fees
10 Working days or less	50%

5. Amendment or Cancellation by

7Y Training Services Ltd reserves the right to cancel or amend a course date, venue and/or content at any time. In the event of a course being cancelled by 7Y Training Services Ltd a full refund will be made without liability for any consequential or indirect costs.

6. Special Needs

If you have any special needs please contact the Training department prior to the course date.

7. Contact Details

Candidates must turn off mobile phones during training courses. Please give the Training departments contact details to anyone who may need to contact you urgently. Messages will be passed to candidates during breaks.

Payment Details

Please note: Now as 7Y Training Services Ltd, we require payment to be made before the training/event takes place.

An invoice will be issued on the return of the registration form.

I have read and understood the terms and conditions of booking

Signed: