**Terms and Conditions**

**Data Protection**

VB Yoga Hub collects certain personal data to process a participant’s order, manage the participant’s account, check readiness to participate and contact the participant regarding any issues with an order. All data collection and storage procedures comply with general data protection and regulation guidance.

**Training Timing and Confirmation**

Training Timing and Booking Confirmation All our trainings are held in UK Time, which is GMT or BST depending on the time of year. Many of our trainings are held online, while others are held in person, please ensure the mode of delivery of the course booked is understood.

VB Yoga Hub is unable to reserve spaces prior to payment.

By booking on behalf of another participant, the participant confirms they are authorised to make the booking. Any course fees paid are non-transferable to any other course including the same course held on an alternative occasion. VB Yoga Hub may accept the transfer of a booking to an alternative participant if the following stipulations are met.

• The transfer of place is the sole responsibility of the participant who originally booked.

• The participant must inform VB Yoga Hub of this transfer no less than 7 days before the course commences. No transfer of booking will be accepted less than 7 days prior to course start date.

Although all efforts are taken to avoid cancelling a course, in unforeseen exceptional circumstances The VB Yoga Hub may be required to cancel courses. In the event of course cancellation, The VB Yoga Hub will refund the total course fees paid within 14 days of cancellation.

If circumstances change and a participant wishes to request a course fee refund, please see below refund scale;

* Cancellations more than 14 days prior to a course start date are entitled to a 50% refund.
* Cancellations less than 14 days prior to a course start date are non-refundable.
* No refunds will be provided in the event of a participant failing to complete the course or failing to attend sessions.

**Course Attendance**

Participants are responsible for informing Victoria Butterfield of any updates to the information provided in the registration form.

Participants are responsible for arriving at least 10 minutes prior to the start of any in person course.

If a participant has signed up for an online course, it is the participants responsibility to login 15 minutes before the course commences. This is to allow time to sort out any issues with joining the online session. Should the participant fail to login 15 minutes before a session and immediately notify VB Yoga Hub that there is an issue with logging into the online meeting, no refund will be issue if the participant misses the session due to technical problems.