Terms and conditions.

To secure your booking and avoid disappointment please follow the advice below:

1. **BOOKING A COURSE**
	1. You can make full payment once we have received your booking email.
	2. Payment for courses must be received in full two weeks prior to the course commencement
2. **PROVISIONAL BOOKINGS:**
	1. To register interest in a course, a provisional booking may be taken, pending a deposit or payment as above, but this will not guarantee the course. Bookings secured as in Section 1 above have priority over provisional bookings.
3. **LATE BOOKINGS:**
	1. Late bookings, i.e. within Five days of course commencement, must be accompanied by full payment.
4. **COURSE CANCELLATION OR TRANSFER:**
	1. In the event of you cancelling with more than 10 working days notice before a course commencement date, then you will be liable to a charge of 50% of the agreed rate.
	2. In the event of you cancelling with less than 10 working days notice before a course commencement date, then you will be liable to a full charge of the agreed rate.
	3. In the event of you rearranging the course dates, either onsite or at Barnsley College, you will be liable to a £50.00 administration charge.
	4. In the unlikely event of CEP Training Services cancelling the course that you have paid for, you will be entitled to a full refund.
5. **COURSE FEES**
	1. CEP Training Services reserves the right to change course fees, terms and conditions at any time.
6. **VAT**
	1. All course fees, including cancellation fees, are not subject to VAT at 20%.