



## **Indie Training Fund Booking Terms and Conditions**

Please remember to read the terms and conditions before you book your course, by placing a booking you will be deemed to have read, understood and accepted the ITF terms and conditions.

- **Bookings**

- Bookings are made in accordance with ITF terms and conditions and should be made in writing by post or email.

- **Payment**

- Payment must be received 14 days prior to the course.
- In the event of late bookings payment must be received before the course date.
- ITF accepts payment by cheque or BACS transfer.
- Bookings will not be confirmed until payment and course pre-requisites have been received.
- ITF does not charge VAT on training courses.

- **Cancellations**

- Bookings can only be cancelled in writing by post or email and will be acknowledged in writing.
- Cancellations received seven days or less of the course date will be charged full course fee.
- If the delegate fails to attend and payment has not been made the full course fee must be paid immediately.
- ITF reserves the right to cancel courses without liability, in these circumstances delegates will be offered an alternative date or full refund.
- In the event of late bookings, full course fee is still due if cancellation is seven days or less.

- **Delegate Transfer**

- Requests for delegates to transfer their place to another colleague must be made in writing by email or post, the cancellation terms and conditions would still apply.
- Transfers can be made at no additional cost, but may be subject to course pre-requisites.
- Delegates cannot transfer bookings to other training courses.

- **Free Course Places**

- ITF member free places and subsidised fees are subject to the same terms and conditions as full fee bookings.

- **Special Offers**

- Training courses offered in special promotion are valid for the stated dates and courses only and exclude pre-booked places prior to the promotion.

- **Course Content**

- ITF reserves the right to alter or amend the advertised content of any course without notice, in order to continuously provide a high quality service or due to circumstances beyond our control.