

WSG Associates General Terms and Conditions

Unless agreed in writing payment for any Course is due in full, in sterling, not less than 7 days prior to the commencement of the course.

Your booking confirmation will indicate whether a deposit is required.

ALL Course fees and other charges are exclusive of Value Added Tax.

Course candidates may be substituted at any time prior to the commencement of the Course, provided that we are notified in writing.

Cancellations must be made in writing and only take effect on date of receipt. If a cancellation is received;

10 working days before the commencement of the course, no cancellation fee will be due to the provider.

If a cancellation is received between

6-9 working days before the commencement of the course, 50% of the course fee will be payable as a cancellation fee to the provider.

Less than 5 working days before the commencement of the course 100% of costs are payable to the provider, this includes non attendance.

We reserve the right to cancel an Open Course if insufficient bookings are received 7 days prior to the course when a full refund of Course fees will be made. We also reserve the right to cancel a booking or a Course for non-payment of fee.

We reserve the right not to admit or to expel candidates without liability if in our absolute discretion their behaviour is inconsistent with our reputation or the management of the course.

We reserve the right to change the content and timetable of a Course if, in doing so, the objectives of the Course can be better met. Where practicable we will notify you of any proposed changes.

Each candidate must inform us in writing at least 14 days prior to a Course of any medical condition which may affect them or others (e.g. epilepsy, diabetes). We will keep such information in confidence. In addition for courses that may involve physical activity, it is the responsibility of each candidate to take appropriate medical advice to ensure that they are fit to take part.