

Terms and Conditions

Payment

This contract is conditional on valid payment of the deposit at the time of booking. The balance of the course fee (plus VAT) is due **in full two months before** the course commences. Premier Life Skills Limited (PLS) reserves the right to re-allocate the training course place to another delegate if fees are not paid by the due date.

Course costs include CPCAB registration and certification fees, refreshments and lunch each training day. It does not include accommodation, other meals or personal expenses.

Cancelling training courses

If a booking is cancelled, the following charges will be made:

- ❖ cancellation less than 60 days before the date on which the course is to commence: 50% of the total course fee
- ❖ cancellation less than 30 days before the date on which the course is to commence: 100% of the total course fee
- ❖ No fees will be refunded by PLS if the delegate fails to attend the whole or any part of the course or is unable to undertake the coursework.

Candidate Deferment

Delegates may defer the **second part of the course only** to an alternative course date (if any) offered by PLS within 12 months of such deferment. This is subject to availability of places, as to which the decision of PLS shall be final. A deferment fee of £200 plus VAT will be payable in full not later than 60 days before the start of such deferred part of the course.

Changing delegate details

An alternative delegate may (with the approval of PLS, at its absolute discretion without giving reasons) be substituted without charge for the whole of the course, provided notification is given in writing to PLS no later than 30 days before the start of the course. Delegates may not be substituted part way through the course.

Cancellation of training course by PLS and changes to training course content

Premier Life Skills reserves the right to cancel a training course for operational reasons at any time. The liability of PLS for such cancellation shall be limited to either a refund of the course fee or provision of a place on an alternative diploma course.

Data Protection

PLS complies with the Data Protection Act 1998. Information supplied by delegates will be used solely by PLS and/or CPCAB in connection with the Diploma course and the PLS general database. Where appropriate, data will be used by CPCAB. Data will not be passed to any other party without consent, except where required by law.

Any formal query concerning the use of data should be addressed to

The Data Protection Officer
Premier Life Skills Limited
13 Woodlinken Close
Verwood
Dorset
BH31 6BP

