



Terms and Conditions

*Please take a moment to read the terms and conditions below.
By applying for the course you are accepting and agree to these terms.*

1. Cancellation By You

We understand that changes in circumstances mean that it is not always possible for individuals booked on a course to attend. However, cancellations can cause us difficulties and are therefore subject to the following conditions:

- If you cancel a course more than 15 days before the date of the course we will make a charge of 20% of the course fee. This will be payable by you or may, at the discretion of Accounts Training Ltd, be deducted from any refund of fees due.
- If you cancel a course within 15 days of the course date, for whatever reason, the full fee will remain payable and no refund of fees will be made.
- Once the booking has been accepted, there can be no refund of fees in respect of any delegates who fail to attend for whatever reason.
- Requests to transfer dates are subject to the same deadlines and charges as cancellations.

2. Cancellation By Us

If, in the event of unforeseen circumstances, it becomes necessary for us to cancel your course date, you will be offered an immediate full refund of any course fees paid. Accounts Training Ltd is not liable for any consequential loss. Alternatively, you may transfer to another course date, subject to availability.

3. Course Material

The published course outlines are intended as a guide since courses are regularly reviewed and updated to reflect changes in legislation and other developments as appropriate. Course handout material is provided as an aid to learning and understanding and to avoid copious note-taking. It is only available to those booked on a course and is not sold separately. No part of the handout material may be reproduced without permission. Opinions expressed are those of individual speakers and not necessarily those of Accounts Training Ltd. Everyone attending a course is requested to complete a course appraisal form. These are regularly reviewed to ensure that quality is maintained.

4. Personal Property and Belongings

Whilst every effort will be made to safeguard your personal belongings and property, we are not liable for any loss or damage unless this loss or damage is directly caused by our negligence.

5. Personal Injury

Please ensure that you carefully follow all instructions, directions and health and safety guidelines from our staff. We are not liable for any personal accident or injury unless this is directly caused by our negligence.