



Course Booking Terms and Conditions

Your Booking

Once your booking has been made (either by telephone, email etc.) a confirmation email will be sent, if any of the details are not correct please inform us immediately. Once confirmed you must pay in accordance with the terms stated on your invoice. By booking with us, you are accepting the following Terms and Conditions.

Payment

All fees must be paid within 14 days of the course taking place. In the event of late payment we reserve the right to not accept future course bookings and to cancel delegates' course bookings from your centre. Please note we have the right to charge interest on any sums overdue under the Late Payment of Commercial Debts (Interest) Act 1988.

Cancellation

All cancellations must be received in writing to info@sports-ed.co.uk. There will be no charge if you wish to change the details of a delegate on a course.

Number of days

Before the date of the course	% of fee refundable:
30+ days	100%
21-30 days	75%
14-21 days	50%
Less than 14 days	0%

Transferring Courses

A delegate may transfer from one course to another by requesting such a transfer in writing to info@sports-ed.co.uk at least 14 days prior to the original course taking place. A transfer fee of £40 will be payable.

Cancellation of Courses and Changes to Content/Trainer

SportsEd constantly update and improve the courses we offer, we reserve the right to alter any of the course content/change the trainer without prior notice. SportsEd will make every effort to provide the services as specified, but, if for any reason beyond its control it fails to do so, Sports-Ed shall not be liable for any resulting loss or damage. In such circumstances, delegates will be offered an alternative date, a credit note or a full refund.

Authorisation

By submitting a booking to us, by whatever means, you are acknowledging that you have received authorisation for this expenditure from the relevant person at your Centre.

Legal interpretation

The materials, training and courses provided by SportsEd cannot be relied upon for legal interpretation. SportsEd cannot accept responsibility for delegates' actions, or those of other people reading the course notes or interpreting the training in litigation, or responsibility for any loss incurred as a result of relying on the training or the training notes.

Discounts

Any discounts on SportsEd courses are exclusive – they cannot be combined. Except for pre-agreed discounts, the higher discount will always be applied.