



Training Booking Terms and Conditions

Methods of Payment

All payments are to be made using the following payment methods

- 1: Payment by Cheque to be made out in full, payable to Safety & Management Solutions Ltd.
- 2: Payment in full by BACS Transfer.
- 3: Invoice: Please attach you application form and an official purchase order/ letter confirming your employer's authorisation. Terms of payment are 30 days from invoice date.

Terms and conditions

Cancellations

- Cancellations more than 30 days before the Course Start Date – A refund of the full course fee is obtainable for cancellations received more than 30 days before the scheduled Course start date.
- Cancellations between 18 and 30 days before the Course Start Date - A refund of 70% of the course fee is obtainable for cancellations received between 18 and 30 days before the scheduled Course start date.
- Cancellations made 15 days or less before the scheduled Course start date can only reschedule to a different date.
- Refunds will not be available if you do not attend on the day of the Course.

All refunds will be processed within in 14 days of receiving you cancellation request.