

## **Continuous Professional Development Courses Terms and Conditions of Booking**

1. Confirmation of your booking will be sent via an automated email from our website. Please add our domain @albaneducation.co.uk to your safe senders list. An invoice will be sent separately to your accounts department after the event. Reporting instructions will be emailed during the week before an event. Course documentation is distributed at the time of or after the event.
2. Alban Education reserve the right to vary or cancel a course where the occasion necessitates. Alban Education accepts no liability if, for whatever reason, the course does not take place.
3. Prices may be subject to change.
4. The full invoice is payable within 30 days of date of invoice unless:
  - a. Cancellation: provided written notice is received at least fifteen working days (term time only) before the event, the full fee will be not be payable or will be credited.
  - b. Cancellation: if a cancellation is received less than fifteen working days (term time only) before the event, full payment will be charged. Any full refund or part-refund will be made at the discretion of the Alban Education management.
  - c. Transfer: in the event of a transfer to another date or event, written notice must be provided at least fifteen working days (term time only) before the event.
5. This booking form constitutes a legally binding contract. The delegate and their employer are jointly and severally liable for payment of all the fees due to Alban Education.
6. To the extent permitted by law, neither Alban Education nor its presenters or any of the schools supporting Alban Education will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting omitting to act or refraining from acting in reliance upon the course material or presentation of the course or, except to the extent that any such loss does not exceed the price of the course, arising from or connected with any error or omission in the course material or presentation of the course. Consequential loss shall be deemed to include, but is not limited to, any loss of profits or anticipated profits, damage to reputation or goodwill, loss of business or anticipated business, damages, costs, expenses incurred or payable to any third party or any other indirect or consequential losses.
7. Data Protection: Alban Education may periodically contact you with details of programmes and services that may be of interest to you. Please contact the Alban Education Administrator by email at [cpd@albaneducation.co.uk](mailto:cpd@albaneducation.co.uk) or by post to: Alban Education, Sandringham School, The Ridgeway, St Alban, Hertfordshire, AL4 9NX if you do not wish to be included in this activity. Personal details held on the Alban Education database will not be shared or passed on to any third-party providers.