

# SCCH CONSULTING LLP



## Terms & Conditions

### Booking Information:

All event bookings are made via the SCCH Consulting training shop, which is on our website: [scchconsulting.com](http://scchconsulting.com). This will automatically transfer the person booking to the PayPal web page in order to securely process the training event payment.

**14-day cooling off Period:** For all PayPal payments, the delegate has a statutory cooling off period. Cancellations within this period will incur an administration fee of £25. Bookings made 2 months or less prior to an event are exempt from the cooling off period due to costs associated with the event being incurred by SCCH Consulting within this time period.

- 1. Workplace Invoice:** Please email [info@scchconsulting.com](mailto:info@scchconsulting.com) to request a workplace invoice. You will be asked to complete an online registration/ booking form, which serves as a contract between the Organisation who is paying for the training place and SCCH Consulting LLP (SCCH).
  - 1a.** The purchase order number or the details of the person who can confirm that the organisation has allocated the total amount of the training cost must be included within the registration/ booking form. The deadline to request a workplace invoice is 28 days prior to the event unless otherwise approved by SCCH. SCCH will issue an invoice to the organisation. Payment should be made within 28 days.
  - In the case of group bookings the organisation submitting the form will be liable for the total cost of the bookings and should ensure that all people named on the form are in agreement prior to submission.

### General terms and conditions:

- SCCH reserves the right to alter venue, dates, content, tutors and format of the course. Applicants will be notified at least 30 days prior to the training date if there are changes to the event. If it's not possible for SCCH to re-arrange a training date then the fee will be refunded (less booking fee e.g. PayPal).
- Substitution policy:** The delegate can change the name on the booking up to one week before commencement of the event by contacting [info@scchconsulting.com](mailto:info@scchconsulting.com). Verbal substitutions will not be accepted.
- Training Packages (e.g. multi-buy offers) are for one delegate only.
- Force majeure; SCCH will not be liable for any failure to provide or delay in provision, as a result of events or matters outside its control.
- In order to fulfil our obligations to the tutors, the venue and the other participants who have signed up to the training, no refund will be given in the event that the applicant wishes to cancel their training place.
- By providing the personal information on the application form you are agreeing to the SCCH processing and holding it only for the purposes stated in the Data Protection Act.
- The e-mail address the applicant has provided may be used by the SCCH to communicate matters relating to the event registration and future training events run by them.
- The e-mail address the applicant provided is shared with all attendee's of the training event booked for the purposes of facilitating networking.
- All event fees include handouts and tea, coffee, water and biscuits on the training day (unless otherwise stated).
- Presentation materials provided by SCCH are copywritten and are only for personal use, sharing, copying or distributing are strictly prohibited.
- Training days will usually be from 9.15am-5.00pm (inclusive of break times).

