



Terms and Conditions for Training Courses

- 1: Numbers limited to a maximum of 20.
- 2: Numbers limited to a minimum of 12.
- 3: Payment required in advance by bank transfer:-

4KBW Fees Account
sort code: 30-62-60
A/c No: 33303560
- 4: Payments are non-refundable.
- 5: Delegates are able to rearrange their course on one occasion free of charge. Subsequent changes will incur an administration fee of £25.00. **All changes must be made within 48 hours of the course date.**
- 6: In the event that less than 12 people book on a course the course will be cancelled and we will either refund your payment or book you on another day at your option.
- 7: You are advised to book at least a week in advance in order that the course notes and materials can be sent to you in sufficient time to do the pre-reading and the pre-training day exercise.
- 8: You will be asked to complete a declaration that you have done the pre-reading and to hand in a completed pre-training day exercise when you arrive at the course. Please note that failure to do so will mean that you cannot complete the course but will not entitle you to a refund.
- 9: Satisfactory completion of the Full Course requires completion of an online multiple choice question (MCQ) test subsequent to the training day, for which you will need access to the internet. Details relating to the test will be contained in your course notes and materials.