



ELLEN Teaching School Alliance

Terms and Conditions

Bookings

1. Courses should be booked by completing the relevant booking form and submitting it to cpd@ellentsa.org.
2. Following the course, we will issue an invoice which is payable with seven days.
3. Places on courses will be allocated and confirmed on a first come first served basis.

Cancellation

1. Cancellations of confirmed places should be notified to The ELLEN Teaching School Alliance in writing.
2. Cancellations received within four working weeks of the course start date will be subject to a 50% payment of the fee.
3. Cancellations received within two weeks of the course start date will incur the full fee.
4. Failure to attend a course will be considered a cancellation, and no refund of course fee will be made.
5. If the course or any part of the course is cancelled by The ELLEN Teaching School Alliance then we will initially seek to re-programme the dates. If this is not possible, we will return any booking deposit or fee paid.

General

1. The ELLEN Teaching School Alliance reserves the right to amend scheduled course dates for reasons including but not limited to illness, adverse weather conditions or insufficient demand for the training course. In such cases The ELLEN Teaching School Alliance reserve the right to make the necessary changes and the client will be informed as soon as possible. Where feasible, The ELLEN Teaching School Alliance will offer alternative dates for the training to take place.
2. The ELLEN Teaching School Alliance will have no other liability for changes to your training course other than those set out in this condition, and no other claim for compensation or expenses will be considered.
3. The ELLEN Teaching School Alliance reserves the right to remove any delegate as a result of disruptive or inappropriate behaviour. In such circumstance no alternative bookings or refunds will be made.
4. The ELLEN Teaching School Alliance shall under no circumstances be liable for any loss of profit incurred by attending an event.
5. All payment transactions between The ELLEN Teaching School Alliance and the client are confidential and should not be disclosed to outside parties.
6. The ELLEN Teaching School Alliance reserves the right to amend these Terms and Conditions at any time.

These terms and conditions were correct as of November 2019.