

## Terms and Conditions Booking and Cancellation Arrangements

**SolutionsPT Ltd - Standard Terms and Conditions apply to all training orders with the addition of the cancellation and transfer information shown below. Where any of these conditions below are at variance with our standard terms and conditions then the conditions below will apply.**

1. Course Fees will be invoiced 2 weeks in advance of the course. We reserve the right to request payment for part or all of a training course in advance of the course. Where we exercise this right we will advise you when we confirm your order.
2. Where courses are held at the customer's premises (or at another venue requested by the customer), we will charge expenses which will be invoiced after the course is completed.
3. You can cancel your course at any time. However, if you cancel within one week of the course start date you will be charged for 100% of the course fee.
4. You can transfer to another course, provided you give more than two weeks notice. You will be invoiced or credited for any difference in course fees. If you want to transfer and notify us within one week of the course start date of the course you want to transfer from, you will be charged 100% of this course's fees in addition to any difference in course fees.
5. All courses are offered subject to the courses meeting minimum subscriptions. We reserve the right to cancel or alter dates. We will notify clients of any such changes by not less than one week's notice.

All training courses take place in SolutionsPT's dedicated training suite, with one computer per person. Lunch and refreshments will be provided on all days. Participants are responsible for their travel and accommodation arrangements. Details of local hotels and directions to SolutionsPT will be issued in advance or can be found by visiting our web site. All information and pricing is correct at time of printing. SolutionsPT Ltd reserves the right to alter any information shown.