

## Terms & Conditions

- 1. Terms of Payment** Payment should accompany all applications for courses or assessments. If payment is not enclosed it must be made in full prior to the start of any course or assessment. All Electrical Training Ltd reserves the right to re-allocate a course place to another delegate or refuse admission if payment has not been received. cheques should be made payable to All Electrical Training Ltd.
- 2. Transfer Fees** If a delegate wishes to transfer a booking there will be an administrative charge of 25% of the course fee. This charge will be applicable each time a transfer takes place. If a transfer is then cancelled at any time, the full course fee remains payable.
- 3. Cancellation Fees / refunds** In accordance with the law, you have a 7 day 'cooling off period' in which you have the right to cancel your purchase and receive a full refund. You do not need to give a reason for cancelling your purchase within 7 days of purchasing your course. Should you choose to cancel within the 7 day cooling off period, we will refund your payment in full within 30 days of your cancellation. However if a booking is cancelled after the 7 day cooling off period the following scales of charges will apply. If the cancellation is made within a period of 21 to 7 days prior to the course, 50% of the course fees are payable. Within a period of 7 days prior to the start of the course, 100% of the course fees are payable. If you do not attend the course after a 6 month period from booking date, all refunds and rights to taken the course/examination will be invalid. Refunds will be paid in full on the basis the candidate informs the centre either by writing or telephone before 21 days prior to course commencement date.

**3.1** Any monies paid by credit card, cheque or in the form of credit note for future bookings on courses provided by All Electrical Training Ltd and you do not attend, book or cancel in writing within 180 days from date of payment. All rights for refunds transfers will be lost.

**How to cancel within the 7 day cooling off period: Should you wish to cancel your purchase within the 7 days 'cooling off' period, please email us at [info@tradecentretraining.com](mailto:info@tradecentretraining.com) or write to us at : All Electrical Training Ltd, Harris house, Elizabeth way, Harlow, Essex CM19 5AN**

- 4. Delegate Substitutions** Delegates can be substituted at any time without extra cost, unless examination entries have already been made to an external examination body in which event additional examination fees and in some cases late entry fees will be payable.
- 5. Cancellation of Courses** All Electrical Training Ltd reserves the right without liability to cancel a course at any time in which event a full refund of any fees paid will be made.
- 6. Changes to Course Content** All Electrical Training Ltd reserves the right to change the course content, without prior notice, to accommodate up to the moment information or alternative speakers other than those advertised.
- 7. Equal Opportunities** The attention of all candidates is drawn to the trade centre's policy of equal opportunity which is relevant to all employees and candidates for the duration of their training.
- 8. Liability for Property** All Electrical Training Ltd does not accept responsibility or liability in respect of loss or damage to any property brought to the premises of All Electrical Training Ltd or any other premises used by All Electrical Training Ltd for a course. The delegate or delegate's company should arrange appropriate insurance.
- 9. Liability for Accidents and Damage** A delegate and sponsor shall indemnify All Electrical Training Ltd for the negligent or criminal damage to premises, or property brought to the premises of All Electrical Training Ltd or any other premises used by All Electrical Training Ltd for a course. All Electrical Training Ltd does not accept liability for damage caused as a result of the negligent acts or omissions of All Electrical Training Ltd, its employees or agents save for its statutory liability for death or personal injury.
- 10. Copyright** All Electrical Training Ltd, its printers and publishers reserve proprietary rights on all course notes and study material provided for a delegate and no part of the course notes or study material may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise or stored in any retrieval system of any nature without the written permission of the, All Electrical Training Ltd its printers and publishers.

All bookings (whether written or verbal) are subject to the above Terms and Conditions and constitute a legally binding contract under English Law. Received VAT invoice will be sent on receipt of Payment.