



Carnelian Training Limited Course Booking Terms and Conditions

Payments must be received prior to the course. Once Carnelian Training has received the course booking form you are liable for payment. Carnelian Training reserves the right to cancel the course, for example, due to under-subscription. In such circumstances a full refund of course fees will be made or a transfer to another suitable course will be offered to the delegate. No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Cancellations

- More than 30 working days before the course, no charge will be made.
- 10 working days before the course, 50% of the fee be payable.
- Less than 10 working days before the course, the whole fee will be payable.

Substitutions

- Substitutions may be made at any stage before the course, at no cost.

Transfers

- Transfer to a subsequent date when the same course is running, subject to availability of places, will incur an administration fee.
- Any accommodation cancellation costs may be charged.

All changes requested verbally must be confirmed in writing or e-mail. Changes will become effective on the date of receipt of written confirmation. Occasionally, due to circumstances beyond our control, alterations to timings and content of courses may become necessary. We therefore reserve the right to modify the course information or tutor.