



CAS TRAINING SERVICES

Terms & Conditions relating to all course training

1. Payment terms

Our standard payment term is that payment is taken at the time of booking unless otherwise stated. If payment by invoice has been previously agreed, the payment needs to be made 7 days from the date of invoice or prior to the course start date, whichever is sooner.

3. Course bookings

Bookings may be made by email, via the CAS Training Services website or by fax, letter or phone. Telephone bookings must be confirmed in writing by completing a booking form.

4. Transfers

Should circumstances mean that you need to transfer to another CAS Training Services course, the following charges will apply, dependent on notice given:

- First transfer, made more than four weeks prior to the course start date – no charge
- Two to four weeks notice given – 25% of the course fee
- Less than two weeks notice given – 50% of the course fee.

All transfers must be taken within a period of six months from the original course date.

5. Cancellations

Should circumstances mean that you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- More than four weeks prior to the course start date – no charge
- Two to four weeks prior to the course – 50% of the course fee
- Less than two weeks prior to the course – full fee.

Cancellation must be made in writing and received by CAS Training Services by the due date.

6. None completion of prior workbooks

If you do not complete the online workbook and print off the results and bring these with you to the course, you will not be able to attend the course.

7. Non-attendance

If you do not attend a course, and you have not previously informed CAS Training Services, the full course fee remains payable.

8. Late arrivals/missed sessions

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.

9. Unforeseen circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid

10. Guidelines for students and employers

It is the employer's responsibility to ensure that students are free from any condition which would affect their capability to undertake their chosen course, and that they have the aptitude to cope with an intensive course of study. We welcome students with disabilities but it remains their employer's responsibility to ensure that they are appropriately supported in their workplace.

CAS Training Services would welcome in advance, for setup purposes, notification of any assistance that a student is likely to need during the running of the course.