

Terms and Conditions

External Training Course

Fees

Companies are asked to pay the total invoice amount within 28 days of the day of receipt. Invoices must be paid before the delegate attends the course.

Course Deferment/Cancellations/ Refunds

If a delegate transfers their booking to another course, they will not be entitled to any refund where they have cancelled. Leadership Through Data LTD will not provide any refunds if a delegate cancels a course within 28 days prior to the course date. Course postponements or cancellations will be subject to a £25 + VAT administration charge. Then following charges will then apply.

Prior to Event Date	Postponement	Cancellation
40 to 30 Days	50% of course fee	50% of course fee
28 to 30 days	50% of course fee	50% of course fee
28 to 20 days	50% of course fee	100% of course fee
21 to 15 days	50% of course fee	100% of course fee
14 to 0 days	100% of course fee	100% of course fee

Late Payment

Leadership Through Data reserves the right to charge a late payment interest on any outstanding invoices. This is charged at 5% in line with Barclays Bank Plc.

Cancellations and course date alterations by LTD

It may be necessary to alter course content and timings, even the trainer, the date of the course or the venue. If a course is cancelled by LTD, the delegate will be offered the next available course date, if the delegate is unable to attend any future dates a full refund will be provided.

Discounts

Leadership Through Data offers a 10% discount for several delegates when courses are booked at the same time. This can either be on the same course or a combination of courses, however clients must be from the same organisation. These discounts cannot be used in conjunction with any other discount or offer.

With all training bookings, the liability of LTD will be limited to the amount invoiced and paid by the delegate. Delegates are therefore encouraged not to confirm or book travel or accommodation until

they have received the exact course location and times. Leadership Through Data cannot be held responsible for events that arise outside of its control.

Bespoke Training Course

Fees

Companies are asked to pay the fee within 28 days of the date of the invoice.

Cancellations

If an in-house course is cancelled one calendar month, before the date of the training course, this will be subject to a 25% administration fee. Then following charges will then apply.

Prior to Event Date	Postponement	Cancellation
40 to 30 Days	50% of course fee	50% of course fee
28 to 30 days	50% of course fee	50% of course fee
28 to 20 days	50% of course fee	100% of course fee
21 to 15 days	50% of course fee	100% of course fee
14 to 0 days	100% of course fee	100% of course fee

Refunds

LTD will not provide any refunds if the course is cancelled in the same calendar month or is within a full calendar month on the day it is booked, if this situation occurs the full invoice remains payable.

Late Payment

LTD reserves the right to charge a late payment interest on any outstanding invoices. This is charged at 5% in line with Barclays Bank Plc.

Discounts

Leadership Through Data offers a discount when two bespoke inhouse courses are booked at the same time. These discounts cannot be used in conjunction with any other discount or offer.

Administration Information

All course additional reading, exact venue location and course timings, will be sent to the delegate by email two weeks prior to the event. We will not be responsible for the non-arrival of registration information. Any delegate who has not received the registration information, a week before the event, are asked to contact the office or 07931566007 or 07912619027.

With all training bookings, the liability of LTD will be limited to the amount invoiced and paid by the delegate. Delegates are therefore encouraged not to confirm or book travel or accommodation until they have received the exact course location and times. Leadership Through Data cannot be held responsible for events that arise outside of its control.