

Curriculum Teaching and Leadership

CONDITIONS OF BOOKING

Chargeable Courses - Payment and Cancellation Policy

Payment Policy

Within 45 days of booking a course, you will receive an invoice.

If you are not paying by invoice, you will have the option of paying by credit card.

Cancellation Policy

In the event of delegate cancellation the following charges will apply:

More than 4 weeks' notice of cancellation	No Charge
4 - 2 weeks' notice of cancellation	50% charge
Less than 2 weeks' notice of cancellation	Full charge

Important Note – cancellation charges will only be waived in the following circumstances:

- an Ofsted Inspection;
- the venue has changed with 4 or fewer weeks' notice;
- the timing has changed with 4 or fewer weeks' notice;
- Curriculum Teaching & Leadership Team cancels the course.

Non – Chargeable Courses

We would like you to inform us if you are unable to attend so that your place can be offered to another delegate or refreshments can be adjusted.

Cancellation Of Courses

CTL will only cancel courses in exceptional circumstances. Delegates will be notified by telephone or in writing.