

Training Course Terms & Conditions

Costs

Fees stated on the website are guideline prices. The actual course fee(s) and expenses will be confirmed in a quotation prior to bookings being accepted.

A **50%** deposit is required at the time of booking and once received we will confirm the dates. The balance is payable 7 working days prior to the course being delivered. We ask that final numbers are confirmed within 14 days of the course beginning to allow for printing time.

Prices are agreed between the two parties (Client and E-Mech) and are fixed for the duration of the agreed Contract. No price changes can be implemented without prior authorisation from either party.

Conditions of booking

In addition to our general Terms of business the following applies between the client and E-Mech Entertainment Engineering Ltd (T/A James Eade Training):

Prices quoted are valid for a limited time which will be stated on the quotation and will valid for the specified number of candidates. Further candidates may be acceptable for an additional fee if appropriate.

For City & Guilds courses, in order to provide the best possible training for you and comply with the requirements of the awarding body we will need the following:

- a meeting room with enough space for each candidate to write and work under exam conditions (approximately an arm's length spacing between candidates when seated at a desk);
- projector or screen;
- flip chart or white board;
- space to carry out the practical assessment;
- Sufficient lighting, heating and comfort break facilities.

Please note if the premises you provide do not meet the above requirements our trainer has the right to cancel the training. If required we can provide a flipchart and projector/screen, but this may affect the expenses as rail travel will not be an option.

Cancellation policy.

A full refund, less any administration charges, will be given if notification in writing is received within 21 days of booking. After this time 25% of the deposit will be refunded up until 7 days prior to the course starting after which no deposit will be refunded.

Where possible we will always try and reschedule a booking rather than you forfeiting your deposit.