

## Van Walt Ltd Training Courses Terms and Conditions

### Payment

Payment must be made in full no later than 14 days before the course commences. Van Walt Ltd reserves the right to reallocate the place to another delegate if fees are not paid on time.

Payment can be made by cheque, credit card or BACS.

### Delegate substitution

You can substitute a delegate on a programme at any time free of charge. Simply call us on 01428 661 660.

### Cancellations

We regret that no refunds are allowed for cancellations received within 14 days of the event, or for non-attendance.

Cancellations received in writing via email to [tracey@vanwalt.com](mailto:tracey@vanwalt.com) more than 14 days before the event will be credited with 70%.

Cancellations received in writing via email to [tracey@vanwalt.com](mailto:tracey@vanwalt.com) more than 30 days before the event will be credited in full.

### Programme Dates & Venues

Van Walt Ltd reserves the right to change venues and alter or cancel published dates without liability.

### Fees

The prices quoted are correct at the time of going to print. Van Walt reserves the right to adjust these and will inform you in writing as required.

