

### **Terms and Conditions of the Supply of Training**

In extreme circumstances it may be necessary for Bradley Environmental to reschedule a course upon which a booking has been made. If the rescheduled dates of the course are not convenient to the applicant, Bradley Environmental liability will be limited to a refund of the fees paid.

Bradley Environmental reserves the right to change the course location.

It is acknowledged that all intellectual property rights, including copyright, patents, design rights and know-how in or relating to the course or course materials provided, or made available in connection with the course, remain the sole property of Bradley Environmental or its licensors and no copies may be made of course materials unless expressly agreed in writing by Bradley Environmental.

All participants will be required to abide by any site security measures operating at the course location.

The terms and conditions set out herein are a complete statement of the **agreement** between the parties and supersede all discussions, correspondence and representations made prior to the date of booking.

### **Cancellation**

Full refund will be given for cancellations providing written notice is received at least one month prior to course commencement.

For cancellations between Zero (0) and Fifteen (15) days before course commencement date, delegates will be charged 100% of course fee.

For cancellations between Sixteen (16) and Thirty (30) days before course commencement date, delegates will be charged 50% of course fee.

For confirmed bookings where the delegate does not show up, the full course fee will be charged.

Bradley Environmental reserves the right to re-schedule the commencement date of any course up to 10 working days prior to the published start date. If rescheduled dates are not suitable, Bradley Environmental liability will be limited to a refund of fees paid.

### **Transfers**

Transfers will only be accepted if made in writing and received at least 15 working days before the start of the course. A 15% transfer fee will be charged for transfers made less than 15 working days before the course commencement date.

If a customer transfers to another course, 100% of any prepaid course tuition fees will be applied towards the course tuition fees for the subsequent.

### **Course Changes**

- Bradley Environmental reserves the right to improve the specification and format of its courses for the benefit of its customers without notice to the customer.
- Bradley Environmental will endeavour to advise the customer of any change in Location, Course Dates and Course material as soon as this change is known.
- Bradley Environmental will use all reasonable endeavours to avoid changes of this nature.

### **Warranty and Liability**

The customer accepts that it is their responsibility to verify that the courses are suitable for the requirements of the delegate attending a particular course and that the delegate has the necessary level of competence to be able to achieve the objectives of the course. Bradley Environmental liability for loss and damage shall be limited to a claim for damages.

The maximum aggregate liability will be the charges for the course out of which the loss or damage has arisen. Bradley Environmental will not be liable for indirect, special or consequential loss (including loss of anticipated profit or data), howsoever arising, even if it has been advised of such potential loss.

### **On-site Courses**

Cancellation of an on-site course must be made at least two weeks before the stated course start date; otherwise Bradley Environmental shall be entitled to a cancellation fee equivalent to the course fee.

Only directors or employees of the Customer shall be entitled to attend an on-site course unless otherwise agreed in writing by Bradley Environmental.

The content, timing and venue of an on-site course will be agreed by Bradley Environmental and all necessary resources and facilities will, at the Customer's expense, be provided in accordance with Bradley Environmental stated minimum requirements for the course, as communicated by Bradley Environmental from time to time.

The Customer will take all reasonable steps to safeguard the personnel or representatives of Bradley Environmental when on the Customer's premises as well as any property brought onto such premises for the purpose of providing the course.

### **Booking Information**

Once you have made your booking for a Bradley Environmental course, you will receive: **Joining Instructions** These provide you with essential information about the course such as location and start and finish times.

### **Information and Invoice**

*A pro forma invoice will be provided and once payment has been received we will provide you with your booking details and a VAT invoice. Please ensure that your payment is returned at least four weeks before the course start date to confirm your place. Payments received less than four weeks before the course should be in the form of BACS or credit card payment; cheques are not acceptable in that instance. In the instance of very late booking where payment has not been received in advance of the day of the course, only cash payment will be acceptable.*

Please send your payment, quoting your Pro forma invoice number to:

**Course Administration Bradley Environmental Limited 20 Stourbridge Road  
Halesowen West Midlands B63 3US**

In the instance where this document conflicts with Bradley Environmental general Terms & Conditions

([http://www.bradleyenviro.co.uk/files/Terms\\_and\\_conditions\\_2007.pdf](http://www.bradleyenviro.co.uk/files/Terms_and_conditions_2007.pdf))  
this document will take precedence in respect of the supply of training.

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