

Full Name:		Job Title:	
Company Name:		Sontay Account #	C00
Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:		Country:	
Telephone:			
Email:			
PO number		BCIA Member	Yes / No
Invoice address:			
VAT Number			
Signature:			

Delegate(s) and course details (please continue on a separate sheet if necessary)

Course (BCM_)	Dates	First Name	Surname	Email

By completing and returning this form, you are placing a booking and therefore agree to our T&C.

Please return this form to enquiries@sontay-academy.com

1. Booking policy:
 - All courses will be invoiced in full at the time of booking. Payment of invoice is due at time of issue.
 - Joining instructions will be sent out at time with invoice. Your booking will be fully secured once payment is received.
2. Cancellation policy:
 - 4 weeks (or more) prior to the course start date: full refund of course fees.
 - 2 – 4 weeks prior to the course start date: 50% refund of course fees or change to another course date for a £25 admin fee.
 - Within 2 weeks of the course start date: course fees are non-refundable, non-transferable.
3. Course materials will be provided on the first day of the course. Where applicable, a short end of course assessment will be undertaken and a certificate provided upon successful completion. (by post after the course).
4. It is the delegate's responsibility to ensure the training course is suitable for their purposes. The trainer has the right to refuse entry to any delegate who fails to arrive at the correct venue, on the correct date, or who in their opinion is unfit to take the course due to disruptive behaviour or conduct.
5. Any delegate, who fails to arrive at the correct venue, or on the correct date and time, will be deemed a cancellation. Fees will not be refunded and no alternative course will be offered.
6. The Sontay Academy reserves the right to:
 - Alter course content without prior notice.
 - Alter or cancel published dates and change venues or lecturers without liability.
 - Cancel a course at any time without liability. In these circumstances delegates will be offered an alternative date or a full refund.
7. Your completion of The Sontay Academy online booking or a booking request via email constitutes an acceptance of these terms.

Liability of the Sontay Academy

The liability of the Sontay Academy for any expense, loss, cost or damage of any kind whatsoever whether direct, indirect or consequential (apart from personal injury or death) arising out of any action of proceedings relating to any services or equipment provided in accordance with the course shall be limited to the total amount of fees charged in respect of this course. The Sontay Academy is unable to offer refunds for cancellations arising from events outside of its control including adverse weather conditions, flooding or industrial action.