

# Training Terms and Conditions

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### Workshops

#### Workshop Costs

Workshop costs include lunch, tea and coffee. All materials (i.e. handouts) will also be provided.

#### Workshop Hours

All workshops are held from 9.30 until 4.30 unless stated otherwise.

#### Payment Options

Payments should be made at least one week before the workshop.

Acceptable payment options are as follows:

Cheque: Please make cheques payable to 'Practice Solutions Ltd'

BACS: Please contact a Practice Solutions representative to obtain BACS details.

#### Cancellation

If you notify us 21 days prior to the workshop date you will not incur a charge. If you notify us between 21 days and 7 days prior to the workshop date you will be charged 50% of the workshop fee. If you notify us between 7 days and the workshop day, you will be charged the full workshop fee. If you do not attend the workshop you will be charged the full workshop fee.

**We reserve the right to cancel courses with a weeks' notice to delegates. A full refund will be given**

### Bite Size Briefings

#### Bite Size Briefings

Our Bite Size Briefings are free of charge. Tea, Coffee and materials (i.e. handouts) will be provided.

**All bite size briefings** last for two hours and take place at 10:00, 13:00 and 16:00 unless stated otherwise.

If you cannot attend a briefing, you must notify the Practice Solutions training department at least five working days before the date.

**We reserve the right to cancel briefings with a weeks' notice to delegates.**