



## Leadership and management programme terms and conditions

### 1. Definitions

- 1.1. Skills for Care process which is subject to acceptance of these terms.
- 1.2. organisation or company which makes a booking.
- 1.3. Programme programme which is the subject of the Quotation and Booking.
- 1.4. Skills for Care Limited
- 1.5. and conditions.
- 1.6. Participant that has been registered to attend the event.

### 2. Booking and Payment Terms

- 2.1. Each programme page holds details of attendee eligibility and charging information
- 2.2. Before booking onto any programme please, ensure you have read the programme details and content, to ensure the programme meets your needs.
- 2.3. Skills for Care reserve the right not make refunds to Clients who book onto the wrong events in error.
- 2.4. Upon receipt of your registration/booking form and subsequent payment your place(s) will be confirmed.
- 2.5. **Important** Skills for Care acceptance of your booking brings into existence a legally binding contract between us on these terms and conditions. Any term sought to be imposed by you in any purchase order or correspondence will not form part of the contract.
- 2.6. Participant fees (including any card processing and/or booking fees applicable) are payable upon booking unless a valid, authorised Purchase Order is provided and accepted.

- 2.7. VAT (at the prevailing rate) will be applied to all financial transactions with the exception of cancellation charges.
- 2.8. For online bookings paid at the time of booking, invoices/receipts will be issued electronically from the booking website on completion of the booking.
- 2.9. For bookings accepted with purchase orders, invoices will be sent via post or electronically to the name and address provided on the booking form and must be paid within 30 days of the invoice date.
- 2.10. Payments must be made in pounds Sterling by cheque, credit/debit card or BACS.
- 2.11. Programme places must be paid in full before the first programme date.
- 2.12. If you pay by cheque which is subsequently returned by your bank unpaid, you will be asked to represent payment and you will incur an additional charge of £20 plus VAT to cover our administration costs and bank charges.

### 3. Programme Attendance

- 3.1. Skills for Care will not be held responsible for last minute speaker/facilitator withdrawals/cancellations or changes.
- 3.2. Skills for Care may photograph or film this event and by making this booking the Client and Participant(s) consent to being photographed on the programme, to filming and sound recording of the programme and consents to the use of such, photographs and/or recordings in any marketing or promotional materials in connection with the programme

