



Bradfield Group

HR Consultancy Solutions

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TERMS OF BUSINESS

Address

All correspondence should be addressed to Bradfield Consulting Ltd, 4th Floor, 108 Fenchurch Street, London, EC3M 5JR.

Applications

All applications for a course must be made on the official application form. This becomes a binding contract when it is signed by the student. The person who signed the application form is considered to be the student. Where a company or organisation is named, that body is also considered to be jointly and severally liable hereon with the person who signs the form.

Charges and Payment

- **Sponsoring Employers**

On receiving the application form, an invoice for 100% of the full fees will be issued by Bradfield Consulting Ltd to be paid within 7 days.

- **Self Funding Students**

For self funding students only, under certain circumstances and only upon prior agreement with Bradfield Consulting Ltd, payment may be made by instalments. The instalment terms will be issued to the student, once the entitlement to pay under this scheme has been established.

- **Cancellation**

If a booking is cancelled, the following fees apply:

- More than 12 weeks before the start of the programme – 10% of fees.
- 8 - 12 weeks before the start of the programme – 25% of fees
- 4 - 8 weeks before the start of the programme – 50% of fees
- Less than 4 weeks before the start of the programme – 100% of fees

The prices quoted are correct at the date of publication. Bradfield Consulting Ltd reserves the right to adjust these prices. The company reserves the right to increase or decrease the charges at its absolute discretion.

Bradfield Consulting Ltd reserves the right to re-allocate the course place to another student if fees are not paid on time.

If a student defers to a later programme there will be an administrative charge to be agreed as appropriate.

If a student withdraws from the course and is paying in instalments the full amount is due immediately.

Cancellation of Course by Bradfield Consulting Ltd

Bradfield Consulting Ltd reserves the right to alter or cancel a course/published dates at any time without liability. In these circumstances, delegates will be offered an alternative programme, a credit note or a full refund.

Changes

Bradfield Consulting Ltd reserves the right to change the lecture scheduled, trainers, dates and venues at any time.

Our courses are constantly updated and improved and Bradfield Consulting reserves the right to alter any of the content of the course without prior notice.

Joining Instructions

Bradfield Consulting Ltd will issue complete joining instructions detailing your participation on the training event. These are normally issued 2-4 weeks prior to comment of the course.

Course Notes and Training

The notes and training for Bradfield Consulting cannot be relied upon for legal interpretation. Neither Bradfield Consulting nor its employees, trainers or consultants can accept responsibility for delegates' actions or those of other people reading the course notes or interpreting the training in litigation, or responsibility for any loss incurred as a result of relying on the training or the training notes.

Thank you for choosing to study with Bradfield Consulting Ltd.

Agreement

I understand and agree to these terms and condition.

Date: _____

Signature: _____

Bradfield Consulting Ltd may contact you by e-mail about new promotions concerning our courses and our services.

If you do not want to receive these please tick here