

# Booking Terms and Conditions

All courses can be booked either in person at the training centre or via email or telephone and spaces will be held for 3 days until a deposit is paid. Once we have received a deposit we will send confirmation of your booking and joining instructions by post.

Deposits can be made via cash, cheque, BACS transfer, debit and credit card. Cheques must be received by Construction Skills College 14 days before the course start date, cheques should be made payable to **Construction Skills College Limited**.

Details of deposits required can be viewed within individual course descriptions or by emailing [enquiries@tradeteacher.co.uk](mailto:enquiries@tradeteacher.co.uk) or phoning 01782 837007.

Outstanding balances are required to be paid in full 10 days before the course start date.

If you book a course via email or telephone then this booking / contract is governed by the consumer protection scheme (Distance Selling Regulations 2000). This regulation gives you a cooling off period of 7 working days to cancel the contract, unless the start date of the course is deemed to commence within the 7 day period. The 7 day period commences the day after you entered the agreement with Construction Skills College. NOTE: Commercial bookings are exempt.

If you wish to cancel a course then we will require written confirmation at least 14 days prior to the course start date and once received we will refund the course cost excluding deposit paid. If we do not receive confirmation within 14 days then the full payment of the course is required.

If you start a course full attendance is required as it is not possible to complete the course at a later date. You will also not be entitled to a refund of the course, either part or full refund.

In the case of exceptional circumstances Construction Skills College may at their discretion be able to re-schedule a new course start date. You will need to contact the centre directly and speak to the centre manager.

Construction Skills College reserves the right to amend bookings if necessary and we also reserve the right to refuse any bookings.