

## **Needhams 1834 ltd - Courses Terms and Conditions**

### **Introduction**

The Terms and Conditions for Needhams 1834 ltd training courses are applicable for all courses run by Needhams 1834 ltd. The following terms and conditions are the only terms and conditions upon which Needhams 1834 ltd will grant access to an individual or organisation to its training courses. Submission of a booking form shall constitute unqualified acceptance of these Conditions. Any variation in terms must be agreed in writing with Needhams 1834 ltd prior to the commencement of the course.

### **General Information**

- All courses are held in Central London Training Facilities, unless explicitly stated otherwise.
- Essential joining instructions and course information, including venue information and dress code (if appropriate), will be sent to registered delegates at least 10 days in advance of the course, or subsequent to completion of registration for late booking.
- Travel and Accommodation is the responsibility of the delegate, and is not included in the price of the course. If required, Needhams1834 ltd may supply information on local hotels and travel without prejudice.
- The course fee covers training, course materials, certificate of attendance, lunch and refreshments.
- If we are not able to offer a place then confirmation will be sent via email within 10 working days of receipt of your booking form, indicating alternative courses or dates as appropriate.
- It is the delegate's, or delegate employer's, responsibility to ensure that delegates have the aptitude to cope with an intensive course of study.
- All work is conducted in accordance with Needhams 1834 ltd business terms and conditions; a copy of which is available on request to the Company Secretary of Needhams 1834 ltd.

### **Accessibility**

- Needhams 1834 ltd endeavours to use training venues that are fully accessible and where possible will meet any additional support requirements indicated on the booking form. We require 10 working days notice of any dietary or support needs.
- We cannot accept notification of support needs or dietary requirements over the telephone. These should be included on the booking form.
- Needhams 1834 ltd offers limited free places to delegates bringing a support worker as long as
  - We receive at least 10 working days written notice
  - The support worker is attending only in a capacity to support the delegate with accessibility needs and will not be participating in the course themselves.
  - All requests to bring a support worker should be included on the booking form. Places are subject to approval and not guaranteed.
  - Please note the Support Worker will not receive a Certificate of Attendance.

### **Payment and Course Registration**

- Needhams1834 ltd requires courses registration to be confirmed in writing with a valid purchase order.
- Payment of the full course fee is required 5 working days prior to the commencement of the course, or on booking.
- For delegates based outside the UK, full payment of the course fee is required 20 days prior to commencement of the course.
- Course fees are subject to tax at the prevailing rate.

### **Cancellation**

#### **- By Needhams 1834 ltd**

- Needhams 1834 ltd will not cancel any course on which delegates are registered, bar force majeure. Should we cancel on the day due to circumstances beyond our control a new date will be set and all delegates will be given first refusal. If we are unable to find a suitable alternative date we will refund in full.

#### **- By Delegate**

- If you are unable to attend a course, you may substitute another member of your organisation without cost, provided you confirm this in writing before the day of the course.
- If the delegate is unable to attend due to force majeure, invocation or other business disruption beyond their control or prediction, Needhams 1834 ltd will move their attendance to a subsequent course without penalty.

- Up to 15 business days prior to the commencement of the course, delegates may cancel their attendance at the course subject to an administration charge of £100.
- Less than 20 days prior to the commencement of the course, full payment for the course will be charged, excepting force majeure.
- If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.
- At the discretion of Needhams1834 ltd, the right is reserved to terminate acceptance of delegate attendance prior to, or during the course, in the event of inappropriate behaviour or conduct.

#### **Copyright and IP**

All intellectual property rights relating to course materials, including copyright, is vested in Needhams 1834 ltd. The materials provided by Needhams 1834 ltd are intended for education and training of course delegates and may not be used for any purpose other than the furtherance of such. No part of the materials or documents nor the information contained may be reproduced, stored in a retrieval system or transmitted in any way or by such means, including photocopying or recording, nor may materials, or any part or parts thereof, nor the information contained, be released to any third party, without the prior written consent of Needhams 1834 ltd, application for which should be addressed to the company secretary at Needhams 1834 ltd.

All information and course materials provided by Needhams1834 ltd is given in best faith, and Needhams 1834 ltd will not be held responsible for actions taken by the client, and other individuals or organisations, as a result of the information or materials provided during the training course.