

Terms and Conditions for the Supply of Training Courses (Terms)

These Terms are applicable to all delegate bookings accepted by Corinium Training Limited (**Corinium/we**) covering the supply of training courses offered by third parties at third party locations (**Course Provider**).

Prerequisites

We are pleased to consider delegates for courses (**you/client/delegate**) if you meet the knowledge and skill-level prerequisites (if applicable) of the Course Provider.

We reserve the right to decline any application for enrolment.

Provisional Booking

To make a provisional booking please [contact Corinium](#), verbal or written provisional bookings are accepted.

We will advise you if the Course Provider accepts a provisional booking for the course however only full payment by the agreed settlement date will confirm a place on a course.

Confirmed Booking

Confirmation must be provided in writing by [email](#) and/or a Purchase Order provided.

A Purchase Order must clearly state the PO number, delegate name, course dates and fee together with all the invoicing details and an authorised signature. In placing an order with Corinium you are deemed to have accepted these Terms and the terms of the Course Provider which will be provided to you (**Course Provider Terms**).

Course Provider - Joining Instructions

On receipt of payment, we will issue Course Provider joining instructions to include details relating to the date, timings, location and venue details. You should not arrange travel until the Course Provider has confirmed that the course will take place.

Fees

The total price of the training together with any VAT payable will be invoiced at the rate current at the due date for payment. Corinium reserves the right to adjust prices at any time without notice.

Payment is due by the due date as stated in the invoice and in all circumstances prior to the training course booked taking place. We reserve the right to refuse admission if payment has not been received by the date of the training course.

Payment can be made by bank transfer to: -

- Lloyds Bank
- Sort Code: 30-90-09
- Account No: 43599868

Delegate Substitution

You may substitute a delegate if they meet the Course Providers prerequisites (if any).



Transfers

You may transfer your delegate to a different date on the same course.

Transfers must be provided in writing by [email](#).

Delegates must specify their choice of transfer date at the time of a transfer.

If a delegate uses the transfer option, the original course invoice and the transfer invoice remain due, even if the transfer reservation is subsequently cancelled.

Transfer costs are subject to the Course Provider Terms of cancellation. In addition, a £50 (plus VAT) administration fee will be payable to Corinium for all training courses over £500 (exc VAT) and a 10% administration fee (plus VAT) if the training course value is under £500 (exc VAT).

If there is a transfer fee or administration fee due for the new requested date an invoice will be issued which will be payable immediately.

An updated or new Purchase Order will be required for all additional transfer fees payable.

Cancellation by you

You may cancel your booking on a training course at any time.

Cancellations must be provided in writing by [email](#)

Cancellations and related costs are subject to the Course Provider Terms of cancellation. In addition, a £50 (plus VAT) administration fee will be payable to Corinium for all training courses over £500 (exc VAT) and a 10% (plus VAT) administration fee if the training course value is under £500 (exc VAT).

If a refund is due to you, a credit note will be issued within 7 days of course cancellation which can be utilised against future bookings or refunded, as requested.

An invoice for the administration fee will be issued which will be payable immediately.

An updated or new a Purchase Order will be required for the administration fee.

Cancellation by us

We reserve the right, at the discretion of our Course Provider to cancel courses, change course content and discontinue courses in which event we will notify you within 48 hours from notification by the Course Provider to Corinium.

In the event of a cancellation we will issue a credit to you for 100% of the fees already paid by you in advance which can be utilised against future bookings or refunded, as requested.

We shall have no liability to you whatsoever for any costs incurred by you in relation to any cancellation by the Course Provider.

Non Attendance

We accept no liability if a delegate is unable to attend an event due to adverse weather conditions or any travel disruption.

If a delegate is unable to attend or fails to attend without prior notification cancellation fees of 100% will be applied.



Force Majeure

Corinium shall not be liable to the delegate or be deemed to be in breach of contract by means of any delay in performing or failure to perform any of Corinium's obligations in respect of the services if the delay or failure was due to any cause beyond Corinium's reasonable control.

Complaints

Complaints and claims should be made in writing within 14 days of course completion. We will respond to all complaints within 30 days of their receipt.

General

Corinium's [privacy policy](#) shall apply.

These Terms do not affect any statutory consumer rights you may have.

The contract and any dispute arising under it shall be subject to and governed by the laws and jurisdiction of England.

