



Booking information and terms and conditions

Important note: All courses must reach a minimum number of bookings before they can be confirmed.

1. All courses entered on this booking form will be invoiced in full at the time of booking. Payment should be made within 30 days of the invoice date or before the first day of the course.
2. The BCIA reserves the right to re-allocate course places to other delegates if payment has not been made two weeks prior to the start of the course.
3. In the event of late payment, the BCIA reserves the right to charge interest on outstanding amounts.
4. Cancellation policy:
 - Four weeks (or more) prior to the course start date – full refund of course fees.
 - Two – four weeks prior to the course start date – 50% refund of course fees or change to another course date for a £25 admin fee.
 - Within two weeks of the course start date- non-refundable, course fees non-transferable.
5. Joining instructions will be sent out at time of booking. Please note your booking is not confirmed until payment is received.
6. Course materials will be provided on the first day of the course. Where applicable, a short end of course assessment will be undertaken and a certificate provided upon successful completion. (by post after the course)
7. It is the delegate's responsibility to ensure the training course is suitable for their purposes. The trainer has the right to refuse entry to any delegate who fails to arrive at the correct venue, on the correct date, or who in their opinion is unfit to take the course due to disruptive behaviour or conduct.
8. Any delegate who fails to arrive at the correct venue, or on the correct date and time, will be deemed a cancellation. Fees will not be refunded and no alternative course will be offered.
9. The BCIA reserves the right to:
 - Alter course content without prior notice.
 - Alter or cancel published dates and change venues or lecturers without liability.
 - Cancel a course at any time without liability. In these circumstances delegates will be offered an alternative date or a full refund.
10. Your completion of this form constitutes an acceptance of these terms.

Liability of the BCIA

The liability of the BCIA for any expense, loss, cost or damage of any kind whatsoever whether direct, indirect or consequential (apart from personal injury or death) arising out of any action of proceedings relating to any services or equipment provided in accordance with the course shall be limited to the total amount of fees charged in respect of this course. The BCIA is unable to offer refunds for cancellations arising from events outside of its control including adverse weather conditions, flooding or industrial action.