

Booking Terms and Conditions

1. All Course Fees must be paid at the time of booking and no later than one calendar month before the course date. Delegate places are not confirmed until payment has been received and delegates have received confirmation and joining instruction from Automotive Training Ltd.
2. Before making a booking, the delegate must ensure that the course meets their training needs and they have the prerequisite experience by reading the 'intended for' section on our website. <http://www.automotivetrainingltd.co.uk/>
3. Statutory health and safety equipment, with the exception of footwear and overalls, will be provided. Delegates should bring their own footwear and overalls to the assessment. Delegates wearing inappropriate footwear will not be permitted to continue on the course and no refund of course fees will be given. Delegates may wish to bring their own diagnostic/safety/paint PPE etc.
4. It will remain the delegates' responsibility to ensure attendance at the scheduled training event. Once the event has started there will be no admittance on that day.

Cancellations and Alterations

All cancellation notices should be made in writing to Automotive Training Ltd.

If written cancellation notice is received more than **20 working days** from the start of the course then the delegate will receive a **full refund**.

If written cancellation notice is received more than **10 working days** from the start of the course then the delegate will receive a refund of **50%** of the course fee.

If written cancellation notice is received less than **10 working days** from the start of the course then **no refund** is given.

Rescheduling to an alternative date at the delegate's request will incur an administration fee of £75 per delegate. Should it be necessary for Automotive Training Ltd to change the date of the course a full refund will be given or an alternative date offered. No claim for travel or incidental claims will be accepted.

Substitution of an alternative delegate will incur an administration charge of £65.

Accommodation

A list of suitable accommodation in Chilham can be provided on request. Delegates must make their own arrangements for this provision.

Refreshments and lunch

Hot and cold drinks are available in the tea room. Lunch will be available in the tea room. Where possible, dietary requirements will be catered for as long as the delegate advises Automotive Training Ltd **in advance**.