



# Yorkshire and Humber TEACHER TRAINING

## Booking & Payment terms and conditions – Events & courses

**These event payment and cancellation terms and conditions apply to both physical and online events.**

An invoice will be issued on receipt of booking. Full payment of the course fee is due within 30 days of the invoice date.

Enrolment will not take place until full payment has been received.

Cancellations received up to 22 days before the event will be subject to an administration fee (10% of the delegate cost). Cancellations must be sent to [admin@yhtt.ac.uk](mailto:admin@yhtt.ac.uk).

Cancellations received within 21 days of the event or not put in writing will be subject to the full delegate fee, which will also apply in the event of non-attendance.

Participants can be substituted for another member of staff up to the day of the event at no charge. Please inform us of the substitute's details.

Yorkshire and Humber Teacher Training will not offer refunds for cancellations arising from events outside of its control.

Yorkshire and Humber Teacher training reserves the right to alter the programme and change the speakers without prior notice. We reserve the right to cancel or reschedule CPD activities without prior notice and to amend or alter published programmes and venues without liability. In these circumstances, you will be offered an alternative date for the same CPD activity, an alternative CPD activity, a credit note or a full refund.

If you wish to transfer a booking to an alternative date for the same CPD activity or to an alternative activity, a request must be made at least 21 days prior to the start of the original CPD activity. If the request is accepted, there will be no charge other than any additional cost of the alternative activity above that of the original CPD activity.

Please contact [admin@yhtt.ac.uk](mailto:admin@yhtt.ac.uk) if you have any questions regarding these terms and conditions.