



# Yorkshire and Humber TEACHER TRAINING

## Booking & Payment terms and conditions – SKE 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 need to be made in writing.

Cancellations must be sent to [ske@yhtt.ac.uk](mailto:ske@yhtt.ac.uk).

Cancellations must be received within 4 weeks of enrolment.

A full refund of the course fee will be issued if the withdrawal is received prior to enrolment.

For cancellations received within 2 weeks of enrolment a full refund will be issued. For cancellations received after 2 weeks but within 4 weeks a full refund will be issued if the online account has not been unlocked. If the account has been unlocked, but no learning content has been accessed a 10% administrative charge will be deducted from the refund.

If learning content has been accessed this will be charged at £5 per hour in addition to the 10% administrative charge. For example, if an 8-week course has been unlocked and 3 hours of video lectures have been accessed, the charge would be £115 (10% of £1000 plus 3x£5).

No refund will be given if the withdrawal is received after 4 weeks on the course.

Participants can be substituted for another member of staff 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.

Yorkshire and Humber Teacher Training is part of The Constellation Trust which is a company limited by guarantee, registered in England and Wales (No. 06545396)

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