
Terms and Conditions



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1 Public Courses

1.1 Course Tuition

The course tuition fee is due and payable within seven days of the course start date. The course tuition fee includes instruction, course materials, and the use of software, computers and other technical hardware as appropriate to the course. Technology Training Limited also provides lunch and light refreshments during morning and afternoon breaks. The course tuition fee does not include accommodation, meals, travel or any other expenses that may be incurred by our customers.

1.2 Substitution of Attendees

We welcome the enrolment of a qualified substitute in an attendees place provided the customer notifies us in writing before the first day of the course. 100% of any prepaid course tuition fees will be credited against the course tuition fee of the substitute. However, the substitute may not take advantage of any discount programme for which he or she is not otherwise qualified.

1.3 Cancellation or Transfer of Attendee

Cancellations or transfers may be made for a full refund, and without any penalty, no later than three weeks before the first day of the course or within seven days after enrolment. Otherwise, 50% of the course fee will be due and payable. In the event of timely cancellation or transfer, if the course fee has been paid, the payment may be applied against the fees for another course or a full refund may be requested. Upon request, Technology Training Limited will forward a credit note to the enrollee. Credit notes not used within twelve (12) months of issue will not be subject to a refund and may only be applied against the fees for a subsequent course. A transfer from one course to another, if made less than three weeks before the course start date, will be treated as a cancellation and 50% of the course fee will be due.

2 On-Site and Customized Courses

The course tuition fee for on-site courses is due and payable within 30 days following the course start date. We do not impose any penalty if the customer notifies us in writing of the need to reschedule an on-site course at least four weeks before the scheduled start date of the course. Any on-site course rescheduled by our customer less than four weeks before the scheduled start of the course is subject to a £2,500 cancellation/rescheduling fee.

3 All Courses

3.1 Attendees with Disabilities

We are committed to assisting course participants with disabilities. Upon written request from a participant's employer, at least two weeks before the start of the course, we will reserve a special space or seat in the classroom and/or additional facilities as needed to assist any participant with disabilities or other special needs, as far as it is practical to do so. This may include an additional set of course materials for an Auxiliary Aide at no additional cost. The employer of the participant is responsible for all other costs of any necessary accommodation, including Auxiliary Aides. Please call +44 (0)845 672 0175 at least two weeks before the start of the course so that Technology Training Limited can arrange for additional facilities as required.

3.2 Security

The customer agrees that all course participants will abide by security measures in effect at the course location and notified to attendees or their employers from time to time.

3.3 Course Postponement

At times, we must change a course location, course date, or postpone a course. We will try to give the customer as much advance notice as possible of any such change. If the customer is unable to attend a course at the revised location or date, we will credit 100% of any prepaid course tuition fees paid against a future course or, if requested, refund those fees. However, we will not be liable for any other costs incurred including (for example) travel charges or any consequential damages, even if we were advised of them.

3.4 Copyright and Intellectual Property Rights

All copyrights, patents, designs and other intellectual property rights in or relating to any course materials provided or made available in connection with our courses remain the sole property of Technology Training Limited. No part of any course materials may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or translated into any language, without the prior written permission of Technology Training Limited.

3.5 General

These terms and conditions set out above represent a complete statement of the agreement between the parties and supersede all prior discussions, correspondence and representations. Our brochures and advertisements are for information purposes only and are not intended to form any agreement between Technology Training Limited and the recipient. These terms and conditions are subject to change without notice and changes will apply to any enrolment/course order received after the date of the change. These terms and conditions may not be varied except in a written agreement signed by an officer of Technology Training Limited. Technology Training Limited's acceptance of a purchase order containing different terms and conditions does not modify or supersede these terms and conditions. This agreement shall be governed by and interpreted in accordance with English Law.

Technology Training Limited limits the provision of its educational services to employees of corporations, partnerships and government organizations who are sponsored by their respective organizations. This agreement is between Technology Training Limited and the employer of the attendee.