SHC TRAINING TERMS AND CONDITIONS

1. All course fees to be settled 7 WORKING DAYS before the training date, unless specific terms have been agreed and explicitly stated on your Training Course Booking Form.

2. No Certification of training will be issued until full payment is received.

3. Bookings will only be accepted and confirmed by receipt of emailed or written confirmation.

4. We reserve the right to cancel or alter dates of provision of service, the charges and the individual providing the service.

5. If you need to cancel your booking, fees will apply depending on the length of notice you provide:

Notice Given	Fees Payable (% of total cost of booking)
5 – 10 Days	50%
Less than 5 days	100%

6. It is your responsibility to ensure all delegates are suitably equipped with PPE, including a hard hat, safety footwear, high visibility clothing and any other equipment stated by us.

7. It is your responsibility to ensure all trainees are physically fit and sufficiently mentally equipped to complete and practical and theory training sessions. Guidance can be obtained from the Employment Medical Advisory Service.

8. All training courses are delivered in UK English. If you require an interpreter, this must be arranged by you, at your cost, and details forwarded to us at least 7 working days before training commences.

9. All candidates must be over the age of 16 before course commencement.

10. Failure of a delegate to attend, or to breach any of the training terms and conditions, is considered as a full cancellation without notice and full Course and Registration fees are due and will not be refunded.

11. Each training course has a strict start time, so please aim to arrive at least 10 mins earlier to allow time to register. We know issues can arise, so if you are running late please call the office as soon as you can on 01756 704621. We are open from 7.30am Monday to Friday. If you are late then you may be turned away from the course with 100% of the course fee still being charged.

12. All Terms and Conditions are subject to change.