

Terms and Conditions of Booking

1. Transfers and Cancellations of Training Courses

Delegates may transfer their registration for one course to another course up to 14 days prior to the original course date. Once a delegate has transferred, our terms and conditions apply.

If you cancel a training course, all cancellations must be made no later than 30 days before the start of relevant training course. Thereafter, cancellation made will be subject to a cancellation charge as follows:

- Cancellations made 20-29 days prior to the training course date will incur a cancellation fee of 25% of the course cost.
- Cancellations made 14-19 days prior to the training course date will incur a cancellation fee of 50% of the course cost.
- Where cancellations are made up to 14 days before the course date, you will remain liable for the whole cost. No transfers will be accepted in this period. Transfer requests will be treated as a cancellation and the full cost will be payable.

We can only accept cancellations made in writing (including email). If a delegate fails to attend a training course, full payment will be required.

We reserve the right to cancel a training course at any time, without incurring any additional liability to the Licensor or any delegate. In such circumstances, we will offer the choice of alternative date, or a full refund.

2. Terms of Payment

Invoice payment terms are 30 days from date of invoice and full payment must be received before the start of the training course, whichever is sooner.

3. Events Outside Our Control

We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that is caused by events outside our reasonable control (Force Majeure Event). A Force Majeure Event includes any act, event, non-happening, omission or accident beyond our reasonable control.

Our performance is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period. We will use our reasonable endeavours to bring the Force Majeure Event to a close or find a solution by which our obligations may be performed despite the Force Majeure Event.

4. Our Right to Vary these Terms and Conditions

We have the right to revise and amend these terms and conditions.

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For anyone wishing to book onto a course being delivered by Adam Smith Business Solutions then please see their Terms and Conditions opposite. For courses in this programme not delivered by ASBS, the following CVS Fife Terms and Conditions apply.

1. Transfers and Cancellations of Training Courses

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Substitutes will be accepted if notified in writing before the event.

Cancellation of Chargeable Courses (not including Adam Smith Business Solutions Courses)

- Cancellations must be received in writing at least 10 working days before the training event.
- Cancellations received with less than 10 working days notice of event will still be charged at full course fee cost.
- Courses are subject to cancellation if there are insufficient bookings. We will advise you, where practically possible, approximately one week prior to start date of the course.

We can only accept cancellations made in writing (including email). If a delegate fails to attend a training course, full payment will be required.

We reserve the right to cancel a training course at any time, without incurring any additional liability to the Licensor or any delegate. In such circumstances, we will offer the choice of alternative date, or a full refund.

Cancellation of Free (Non Chargeable) Courses

Cancellations must be received 5 working days before the training event.

Courses are subject to cancellation if there are insufficient bookings. We will advise you, where practically possible, approximately one week prior to start date of the course.

2. Course Bookings

We can accept booking received by post, email, fax and telephone.

Confirmation of booking(s) will be given. If you do not receive confirmation of booking then please contact CVS Fife.

Anyone using an ILA Scotland account against Adam Smith Business Solutions courses the booking must be made with Adam Smith Business Solutions only who will confirm booking.

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Our performance is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period. We will use our reasonable endeavours to bring the Force Majeure Event to a close or find a solution by which our obligations may be performed despite the Force Majeure Event.

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