



Training Terms and Conditions

Scheduled course information

Registration for most courses is at 09.15am for a 09.30am start. Most full day courses conclude at 16.30pm and half day courses at 12.30pm. Timing of courses can be tailored to meet client's requirements. Late arrivals (greater than 15 minutes) will be excluded from the course.

What is included?

The fee includes tuition, all course materials and a certificate of completion. Refreshments, travel and accommodation are not included.

How to Book

- **Telephone** - book by calling 0141 376 7537
- **Post** - please contact the office and we will send you a booking form
- **Email** - booking by email will be accepted - please specify the following information
 - date and location of the course you wish to attend
 - your name, address and telephone contact number
 - payment method
 - name, address, email and telephone contact number of the person the invoice should be sent to.

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Bookings

If an applicant is to be sponsored by their employer, the appropriate authority should endorse the application. Any application without this endorsement may not be accepted.

It is strongly advised that funding be secured before booking a course. If an employer refuses to pay, the attendee/delegate is liable for full payment.

On receipt of the booking the applicant will be sent an invoice as confirmation of a place on the course.

Late bookings that is 21 days or less prior to commencement of course date can be accommodated.



Paying for your course

Our payment terms are 21 days from the invoice date.

An invoice will be raised and sent to you (or your organisation) normally within 3 working days of your booking.

Payment must be made before the delegate attends the course, failure to do so may result in the exclusion of the candidate from the course.

Payment can be made by the following methods (please quote your invoice number on any payment made):

- Bank Transfer - details will be on the invoice you receive
- Cheque - by post at the address on the invoice (and below)

Please note: Late payments will incur an additional 8% charge under the Late Payments of Commercial Debts Act 1998.

Course cancellation

A fee of £25.00 will be charged for a cancellation made at more than 14 days prior to the course.

There will be no refund of fees if a cancellation is made less than 14 days prior to the commencement of a course, or for non-attendance of the participant. We are happy to accept a substitute candidate at no additional cost but do require their contact details.

Full payment will be due from anyone who fails to attend.

In the event of WDP Medical LTD having to cancel the course for any reason, a full refund will be made or priority given on the next available course.

CANCELLATIONS MUST BE MADE BY EMAIL (info@wdpmedical.co.uk) AND WILL NOT BE ACCEPTED BY ANY OTHER MEANS.



Changes by WDP Medical Ltd

WDP Medical LTD reserves the right to cancel a course, change the venue, amend the dates and/or fees and course tutors at any time and without prior notice.

In the case of a cancelled course, an alternative date will be offered wherever possible.

Fees will be refunded in full should the delegates not wish to attend the alternative date.

Travel and accommodation

WDP Medical LTD will not reimburse any travel, accommodation or other expenses incurred by the candidates or the company.

If you need to contact us:

Email: info@wdpmedical.co.uk
Phone: 0141 376 7537