

## Booking Terms and Conditions

Before booking onto an Adfecto course, please read these terms and conditions carefully.

- a. Bookings should be made using the website booking form.
- b. Bookings can be made by the individual or a designated school administrator on behalf of the individual. Details of the person booking are required on the booking form.
- c. Please review the information you provide before submitting the completed booking as this information will be used to contact you regarding the selected course.
- d. Dietary requirements must be confirmed within the booking form.
- e. Submitted booking forms will be confirmed by e-mail. Attendance at the selected course should not be assumed until confirmation has been received.
- f. If the course is chargeable you will be contacted to provide invoicing detail.
- g. Course invoices should be paid within the 30-day settlement period.
- h. We accept no liability for the loss or damage to any personal belongings whilst attending the course.
- i. We accept no liability for any external venue's failure to comply with applicable law nor for any losses, injury or damage you suffer as a result of negligence.
- j. The intellectual property rights of all course material belong to Adfecto and therefore you must not reproduce, sell, hire or copy such material without first obtaining our consent.
- k. You must not record part/all of an event using any type of recording device.
- l. Occasionally we may have to cancel or postpone a course. In this instance you will be contacted by e-mail to advise of the cancellation and, where possible, provided with an alternative date/venue. If you are unable to attend the re-scheduled event you will be provided with a refund (paid for course only).
- m. If you wish to cancel your booking you can do so by e-mail or phone to the Adfecto office. Paid for courses may still be charged if cancellation is within 7 days of the course date.
- n. Where applicable, you may substitute an attendee. Please advise of the amendment by e-mail rather than completing an additional booking form.