



Terms and Conditions



May 2016 - Revised

Definition : Training refers to any conference, course, INSET or event provided by Coeus Education Ltd.

Confirmation : Delegates will receive confirmation of their booking by post. All participants will be sent, by e-mail, final information approximately five working days before the event. If this has not been received please contact us on 01704 320510.

The pre-course information will contain : (a) Venue Information (b) Outline Agenda and (c) and any other relevant pre-course reading or information.

Special Needs / Dietary Requirements : Details should be provided on-line when booking the course. However, should these change please contact us at : contact@coeuseducation.org We cannot be held responsible for the impact arising from information not provided to us in advance of the event. Our staff will of course do everything they can to assist you. **Please note however that specific requirements such as Kosher or Halal must be ordered at least 14 days in advance.**

Cancellation

We reserve the right to cancel any event if it is not viable. We will endeavour to contact you as soon as possible should this be the case. We will, where possible, endeavour to find you an alternative venue / date. Where we cancel the event, delegates will be offered a full refund, credit note or an alternative event.

Delegates wishing to cancel their attendance must contact us in writing. Cancellations received within ten days of the event will be charged 50% of the cost. Notification received after 3pm five days before (or on the Tuesday before in the case of an event on a Monday) will be charged at 100% of the fee.

Venues : We only use high quality venues. These will be in hotels, sporting venues, conference facilities or other meeting venues. We will always endeavour to provide these near to rail services and with plenty of parking nearby. Coeus Education Ltd will not be held responsible for the costs incurred through a change of venue, nor will they be liable if the change of venue information has not been received by the attendee (unless the company has been notified in a timely manner).

