



Warwickshire College wishes to ensure that it complies with the requirements of the Disability Discrimination Act. If you are a disabled person or have learning difficulties, please ensure that we know what you need so that we can make reasonable adjustments to help you succeed.

## Terms of Business

### Transferring courses

If a delegate transfers to a course at a later date within 10 working days of the original course date, there will be an administrative charge of 25% of the course fee. If that transfer is then cancelled at any time, the full course fee remains payable.

### Cancelling courses

If a booking is cancelled within 10 working days of the date of the course, or if the delegate fails to attend the course, the full course fee remains payable.

### Changing delegate details

There will be no charge if a substitute person wishes to replace the original delegate. Please inform us as soon as possible of any change to the original booking.

### Cancellation of courses by Warwickshire College and changes to course content

Our training courses are constantly updated and we reserve the right to alter any of the courses' content without prior notice. We reserve the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.

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The College is registered under the Data Protection Act 1988. The information you provide on this form will be held on a database for the purpose of managing your request. We will not pass your details to a third party. From time to time, we may wish to send you information about the College. Please tick this box if you would prefer not to be contacted about new courses or learning opportunities in the future.

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## FOR OFFICE USE ONLY

Please affix programme label here

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_