

Short PLD Non Accredited Courses Booking Terms and Conditions

1. Definitions

- 1.1.** "University" means Liverpool Hope University, Hope Park, Taggart Avenue, Liverpool, L16 9JD.
- 1.2.** "Participant" means either the delegate attending the course or a third party who will book and be liable for payment of fees.
- 1.3.** "Course" means a one or half day non accredited PLD course, provided by the University.
- 1.4.** "Booking" means acceptance of these Booking Terms and Conditions, accompanied by a completed booking form sent to pld@hope.ac.uk
- 1.5.** "Fees" means the full amount payable for a place on the course, as detailed in the advertising of such course.

2. Introduction

- 2.1.** The purpose of these terms and conditions is to set out the contractual relationship between the University and Participant with regards to short PLD non accredited courses and to draw attention to the key terms.

3. Course Booking

- 3.1.** The University and the Participant are bound by the contract on acceptance by the University of the Booking Terms of conditions and the booking form. This forms the entire agreement with respect to the course.
- 3.2.** Acceptance of these booking terms and conditions is an agreement that the full fee for said course will be payable unless in accordance with the Booking Terms and Conditions cancellation rights.
- 3.3.** The University may, at its sole discretion accept or reject a booking application and notify the Participant in writing or email accordingly.

4. Fees and Payment terms

- 4.1.** The Participant is liable for the Full Course Fee. The fee is due 30 days from receipt of an invoice in accordance with the University payment terms.
- 4.2.** The fee payable is in accordance with the fee stated on the advertising of said course.
- 4.3.** Fees will be invoiced to the participant after the course start date.
- 4.4.** All payments of course fees must be made in pound sterling and are exclusive of VAT and other taxes where applicable.

5. Cancellation Rights

- 5.1.** The Participant will not be liable for the course fee if the Participant cancels their booking 30 days before the course start date.
- 5.2.** If the Participant wishes to cancel their booking on said course after such time, the following scale will apply; 5.2.1. between 30 - 20 days before start date 25% payable 5.2.2. between 19 - 10 days before start date 50% payable 5.2.3. between 9 - 4 days before start date 90% payable
- 5.3.** For cancellations received less than 3 days before the start date, full payment will be due.
- 5.4.** If the Participant fails to attend the course full payment will be due for payment.
- 5.5.** In exceptional circumstances the University may at its sole discretion waive the course fee for a cancellation.
- 5.6.** All cancellations must be made to pld@hope.ac.uk

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5.7. Cancellations will not be valid unless a cancellation notification has been sent by the University by email as per above.

5.6. If the Participant does not receive a cancellation notification the Participant booking will still be valid and subject to fees.

5.8. The Participant name can be substituted up to and including the day of the course. No further fees will be incurred for a substitution.

6. General

6.1. The University will use reasonable endeavours to ensure that services meet the description set out in our correspondence and advertising of said course.

6.2. All courses have a minimum required attendance level and the University reserves the right to cancel or postpone the course if the minimum required Participants have not been accepted on the course.

6.3. The University also reserves the right to change or amend the course structure or content.

6.4. The University will endeavour to inform Participants about cancellations, postponements and amendments to the course with as much notice as possible.

6.5. If the course is postponed by the University the Participant may elect to cancel the booking by contacting pld@hope.ac.uk in which case the Participant will not be liable for any fee.

6.6. If the course is cancelled by the University the Participant will not be liable for any fee and will be entitled to a full refund of any fees already paid.

6.7. Notification of the cancellation or postponement will be sent in writing or email to the Participant.

7. Liability

7.1. The University will not be liable for any failure or delay in the performance, in whole or in part, of any of its obligations in connection with the provision of the course arising from or attributable to acts, events, omissions or accidents beyond its reasonable control.

7.2. Views expressed by course trainers are their own. The University do not accept any liability for advice given or views expressed by them or in any notes or documentation provided to course Participants.

7.3. The Participant will be solely responsible for determining whether the course is sufficient and suitable for their needs. The University does not provide any guarantee in respect of a Participant's abilities and suitability for the course.

7.4. The University reserves the right to remove a Participant from the course and the University premises if the behaviour of the Participant is considered unacceptable.

7.5. These booking terms and conditions will be governed by and constructed in accordance with English Law. The English Courts will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of or in connection with them.