

Terms and conditions

Course booking

Once we have received your booking you will be invoiced for course fees.

Payment

Course places will be held for 10 working days of booking when a deposit payment of £200 must be received. We will send you a letter confirming your place on the course. Xact reserves the right to cancel the course booking if payment is not received within time frames outlined above.

Deposit

Where booking instructions indicate a deposit can be paid. A deposit of £200 per delegate will secure a place on the course. Full payment must be received 10 working days before the course commences.

Joining instructions

Joining instructions, including venue details, will be issued prior to the start of the course.

Course details

Unless otherwise notified the teaching day is from 9 am to 5 pm.

Special requirements

If you have any dietary, access or learning requirements, please notify us when you book so that we can make any necessary arrangements.

Cancellation

If you cancel your place on a course and we are able to fill your place you will receive a full refund. If we are not able to fill your place Xact's incurred costs will be deducted from any refunds.

No refund will be given for non-attendance of the course without notice.

Xact has the right to alter or cancel published dates and/or change venues without liability. If any changes occur delegates will be notified as soon as possible and offered an alternative at no extra charge or a full refund.