

External Events

Terms and Conditions

Bookings

Booked via the online booking/payment facility

Cancellation

In the event that the participant/organisation cancels any booking, they will be liable to pay the following charges of the total booking value:-

Notice Period	Cancellation Charge
More than 21 days before	25%
Between 21 – 14 days	50%
Between 13 – 7 days	75%
Less than 7 days	100%

SkillzFirst may cancel any booking as minimum numbers are required to run training events serving 2 weeks' notice in writing to the participant/organisation. SkillzFirst shall not incur any liability to the participant/organisation or be required to pay compensation for any loss sustained as a result of the cancellation, other than for the return of all monies paid. SkillzFirst also reserves the right to cancel any booking without notice due to reasons beyond its control.

Transfer of Participants

Training/CPD events - Substitutes will be permitted, with as much notice as possible.

Qualification events – Due to registration with the awarding body, substitutes will only be accepted if time allows registration of the new candidate and may incur a re-registration fee

Changes to Terms and Conditions

SkillzFirst reserves the right to make changes to these terms and conditions and notice will be given to the participant/organisation as far in advance as possible.