



## Triangular Training Ltd. - Terms & Conditions

### **PUBLIC COURSES:**

1. Bookings should be made initially by telephone or email and then confirmed by completing our Booking Form.
2. Full payment for the course should be made at the time of completing the Booking Form and prior to the start of the course.
3. A receipt for the full amount of the course will be sent as confirmation of your booking.
4. Special arrangements can be made for companies who require an invoice prior to sending the payment, but full payment must be received prior to the start date of the course.
5. Should you need to transfer your booking to another date within 14 days of the start of the course an administration charge of £15.00 per booking will be made.
6. Should you need to change the name of the candidate attending a course, please ensure that at least 3 working days notice is given prior to the start of the course.
7. Please note that if a candidate does not attend a course they are booked onto and no substitute is sent, then the full cost of the course will be incurred and no refund given.
8. We reserve the right to cancel any course if there are insufficient numbers to run a viable course. In such circumstances you will be given as much notice as possible and the offer of a transfer to another course date, or a full refund of fees paid.

**Cover all Corners**

E: [info@triangulartraining.com](mailto:info@triangulartraining.com)

T: 0845 094 8797

Registered in England & Wales 06723276.