

CONDITIONS OF BOOKING

Chargeable Courses - Payment and Cancellation Policy

Payment Policy

After the course has started, the following methods will be used to collect payment:

Non bank account schools will receive a notification of direct debit.
Bank account schools will be invoiced.
Non LA schools will be invoiced.

Cancellation Policy

In the event of delegate cancellation the following charges will apply:

More than 4 weeks notice of cancellation	No Charge
2 – 4 weeks notice of cancellation	50% charge
Less than 2 Weeks notice of cancellation	Full charge

Important Note – Waiver of any cancellation charges, will only happen in the following circumstances:

- An Ofsted Inspection.
- The Venue has changed with 4 or less weeks notice.
- The Timing has changed with 4 or less weeks notice.
- CAS cancels the course.

Non – Chargeable Courses – Cancellation Policy

We would like you to inform us if you are unable to attend so that your place can be offered to another delegate or refreshments can be adjusted.

Cancellation Of Courses

CAS will only cancel courses in exceptional circumstances. Delegates will be notified by telephone or in writing.