

# The Etiquette Coach

## Terms and Conditions

### COSTS

Cost for each participant is £219 (no VAT) based on a minimum of 10 participants per course.

A charge of £100 per delegate is required in advance and is non-refundable, but can be used as a credit for a future course within six months. The remaining balance of £119 to be paid 2 weeks before the course date.

For larger groups the cost can be negotiated based either on a total price (or per delegate price), either for a full day course or half day course as required.

Costs include, course venue, all tuition, food and beverage as well as course materials.

Once payment has been received, participants (or the educational provider/sponsor) will receive an email, confirming payment, the date of the course, venue address, start time and when any remaining payment is due.

The delegate will not be able to attend the course if full payment has not been received prior to the course start date, unless payments terms have been agreed otherwise.

We do not offer refunds in the event of cancellation or non-attendance, but we will offer a full credit towards a future course within 6 months.

### MATERIALS

All participants who complete the course receive a brochure with written notes summarising key learning points of each subject covered in the workshop session.