



## BLC Training

### TERMS AND CONDITIONS

#### Payment and Fees

Full payment must be received before attending the course otherwise BLC Leather Technology Centre Limited ("**BLC**") may refuse attendance on such course. All course fees are exclusive of value added tax, unless otherwise stated.

#### Changing delegate details

Delegates may be substituted at any time at no extra cost provided the delegate or substitute has informed BLC prior to the commencement of the course.

#### Transferring courses

If a delegate wishes to transfer a booking to a later course an administration fee of £50.00 plus VAT will be charged. Normal cancellation fees apply thereafter (see below). Only one transfer will be permitted per course booking.

#### Cancelling courses

All cancellations will incur a minimum administration charge of £50.00 plus VAT. Cancellations by 5.00pm 20 working days before the course will incur a charge of 50% of the course fee and there will be no refund of the course fee if the cancellation is notified after 5.00 pm on the 20<sup>th</sup> working day, before the course date. Bookings are processed on the understanding that this cancellation clause has been read and accepted by the delegate.

#### Cancellation of courses by BLC

BLC reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.

#### Travel and Accommodation

Travel and accommodation is not included in the course fees and is the responsibility of the delegate. Course fees shall include course materials and refreshments only.

#### Copyright

All intellectual property rights (including but not limited to copyright) in any course materials provided by BLC to the delegates belong to and shall remain the sole property of BLC and BLC shall grant the delegate a non-exclusive licence to use such intellectual property rights in the materials. Any tape recordings or copies of course materials made will be an infringement of BLC's copyright, unless otherwise agreed by BLC. BLC may at any time require the delegate to return any course materials, at BLC's sole discretion.

#### Liability

As far as permitted by law, BLC shall not accept liability for anyone acting as a result of information or views expressed by BLC or its employees on any training course or in any course materials. Opinions expressed are those of the trainers and may not necessarily be those of BLC. Delegates should take professional advice (where possible) when dealing with specific issues. Apart from death or personal injury resulting from BLC negligence, liability shall be limited to twice the course fee.