

Lodi UK Ltd Training Terms and Conditions

Booking arrangements and payment terms

- You will be required to complete a booking form to confirm your booking; please ensure all information provided is correct, accurate and up to date.
- When we confirm your booking, we will send you an invoice for your course. Unless otherwise agreed, payment will be at the time of booking.
- Unless otherwise agreed, you will not be admitted onto the course if full cleared payment hasn't been received prior to the start date. In such cases, the full course costs remain payable.

Cancellations and Transfers

- Please let us know as soon as possible should you need to cancel your course with us. We will endeavour to work with you to transfer or reschedule your booking, but reserve the right to apply the following fees:

Cancellations:

- More than 4 weeks before the start date: Full Refund
- Between 2 and 4 weeks before start date: 50% of course fee charged
- 2 weeks or less before the start date: 100% of course fee charged

Transfers/Rescheduling

- More than 3 weeks before the start date: No transfer charges
- Less than 3 weeks before start date: £50 or 25% (whichever is the lesser amount) transfer charge applies

Dyslexia and special examination requirements

- Proof of dyslexia is required before the exam date so that special examination arrangements can be provided.
- Scribes are available on request.

Late Arrivals / Non-attendance

- If you are running late for a course, please contact us as soon as possible as we may be able to work around small delays
- If you do not attend a course that you are booked on and have not previously informed us then the full course fee remains payable

Confidentiality and Data Protection

Any information of a confidential nature disclosed to us prior to or during the course will remain as such and not disclosed to any other body unless required by law.

Courses include lunch and refreshments

You will be required to organise your own accommodation

Manufacturers of



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