



## Terms and Conditions

### Fees

1. The course fee covers the provision of the course, all written materials and light refreshments and lunch for one participant.
2. English UK reserves the right to refuse entry if payment has not been received in full by the course start date.

### Refund Policy

3. ENGLISH UK will refund fees in full in the unlikely event of the course not going ahead
4. ENGLISH UK will refund fees in full if the participant cancels 21 days before the event
5. ENGLISH UK will refund 50% of the fees if the participant cancels more than 14 days before the event
6. ENGLISH UK will not refund fees if the participant cancels less than 14 days before the event. A substitute may be sent on the course
7. Notice of cancellation must be received in writing

### Important note

8. By signing this form, the applicant confirms that s/he has received and read a copy of the course programme.
9. Please keep a copy of this form as a record of your booking. Official confirmation will be sent to you.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return the completed registration form by post/fax/email to:**

Beth Macchi, Professional Services Officer

English UK, 219 St John Street, London, EC1V 4LY

Tel: 020 7608 7960, Fax: 020 7608 7961

e: [training@englishuk.com](mailto:training@englishuk.com)

Download our professional services brochure from: [www.englishuk.com/training](http://www.englishuk.com/training)