



Executive Training Ltd - Terms and Conditions of Booking

Date of issue 01/02/2023

1. Booking Confirmation: 1.1. All course bookings are subject to availability and confirmation by Executive Training Ltd. 1.2. A booking shall be deemed confirmed once full payment is received and a confirmation email is sent to the participant.
2. Payment: 2.1. Payment for the course must be made in full at the time of booking or on or before an agreed date as mentioned in our invoice. 2.2. Payment can be made by PayPal, bank transfer, or any other method specified by Executive Training Ltd.
3. Cancellation and Refund Policy: 3.1. Cancellation of a booking must be made in writing via email to info@executivetraining.com. 3.2. Refunds will be processed according to the following conditions: - Cancellation made 1 calendar month before the course commencement date or more: 100% refund. - Cancellation made 14 days before the course commencement date or more: 50% refund. - Cancellation made 14 days before the course commencement date or less: No refund.
4. Substitutions: 4.1. If a participant is unable to attend a course, they may nominate a substitute participant to take their place with written notification to Executive Training Ltd at least 3 working days before the course commencement date. 4.2. The substitute participant must meet any prerequisites or qualifications required for the course.
5. Course Changes by Executive Training Ltd: 5.1. Executive Training Ltd reserves the right to cancel or reschedule a course due to unforeseen circumstances or low enrolment. 5.2. In such cases, participants will be offered an alternative course date or a full refund of the course fee.
6. Participant Conduct: 6.1. Participants are expected to conduct themselves in a professional manner during the course. 6.2. Any disruptive or inappropriate behaviour may result in the participant being asked to leave the course with no entitlement to a refund.
7. Course Materials: 7.1. All course materials, handouts, and resources provided by Executive Training Ltd are protected by copyright and intellectual property laws. 7.2. Participants may use the materials for personal use only and must not reproduce, distribute, or share them without explicit written consent from Executive Training Ltd.
8. Health and Safety: 8.1. Executive Training Ltd takes all necessary measures to ensure the safety of participants during the course. 8.2. Participants must follow all health and safety guidelines provided by the course instructors and venue staff.
9. Liability: 9.1. Executive Training Ltd shall not be liable for any loss, injury, or damage to participants' personal belongings during the course. 9.2. Executive Training Ltd's liability for any claim, damages, or expenses arising from the course shall be limited to the amount paid for the course by the participant.
10. Governing Law and Jurisdiction: 10.1. These terms and conditions shall be governed by and construed in accordance with the laws of the United Kingdom. 10.2. Any disputes arising out of or in connection with these terms and conditions shall be subject to the exclusive jurisdiction of the courts of the United Kingdom.
11. Amendments: 11.1. Executive Training Ltd reserves the right to amend these terms and conditions at any time. 11.2. Any changes will be communicated to participants and will only apply to future bookings, not those already confirmed.