

## Booking terms and conditions

The Acorns Teaching School Partnership School reserves the right to amend the Conditions at any point and by notifying affected parties of any such amendment.

### Bookings

Courses and training events can be booked via our website. The fee quoted in course flyers is per place.

- Delegate names and contact details including email addresses will be required at the time of booking.
- Places are allocated on a first come first served basis.
- In the case of over subscription to a course, a waiting list will operate and when possible and appropriate an additional session may take place.
- Please note that our advertised venues may be subject to change. You will be notified of any changes as soon as possible by telephone.

### Course fees

- Once your booking has been confirmed, our Finance Manager will be instructed to invoice your school for payment.
- The booking is made by the client named on the pro-forma invoice under 'client details'. If you require the invoice for payment to be sent to another person within your organisation, please provide a contact name, email address and phone number.
- We will automatically factor into invoices the applicable discount for Alliance members
- Payment will be due within **thirty** days of receipt of invoice.

### Transfers and cancellations

If you wish to cancel your place on a course you must notify Acorns Teaching School administration in writing by sending an email to [info@acornstsa.co.uk](mailto:info@acornstsa.co.uk). Only when written notification is received does cancellation become effective

- Failure to attend a course will be considered a cancellation, as such no refund of course fee will be made. If you cancel your place on a fee-paying course *outside of two working weeks*, 50% of the fee paid will be due. Cancellations received within *two working weeks* will necessitate the full fee to be paid.
- Schools are able to transfer their delegate places to another cohort (of the same programme/course) within the same academic year where there are spaces
- Delegates from schools may be substituted at any time before the start of the programme/course
- We reserve the right to cancel any programme/course if deemed necessary by the company. School will be notified as soon as possible if a programme/course is cancelled and all fees will be reimbursed where necessary
- We reserve the right, to make alterations to a previously confirmed training course for reasons including illness, adverse weather conditions or insufficient demand for the training course. In such cases we reserve the right to make the necessary changes and the client will be informed as soon as possible. Wherever possible alternative dates for the training will be offered. The Acorns Teaching School will have no other liability for changes to your training course other than those set out in this condition, and no other claim for compensation or expenses will be considered.
- If the activity, or sessions within it, is cancelled by The Acorns Teaching School then we will first seek to re-schedule the session with you. If this is not possible, we will return any booking deposit or fee paid.