

## SHORT COURSE TERMS & CONDITIONS

### 1. RESERVATIONS

Places on TSA Short Courses are secured by the return of a signed contract, which will be forwarded to you when the booking is made. Joining instructions will be sent out once booking is completed, followed by our invoice 4-6 weeks prior to commencement.

### 2. FEES & VAT

Fees must be paid in full at least 7 days before the commencement of the course. Failure to do so may result in the student's place being allocated to someone else. VAT at the standard rate will be added to all our invoices.

### 3. DELEGATE SUBSTITUTION

Substitutions can be made for the nominated student only by liaison with The Survey School admin team. Every attempt will be made to accommodate your requirements.

### 4. CANCELLATION CHARGES

A signed contract in respect of the TSA Short Course will form a firm financial commitment by the Client Company in respect of all tuition.

➤ In the event that you have to cancel your booking for this course, **cancellation fees** will be charged as detailed below:

- More than 30 days' notice before course start date - no cancellation fee
- 29-15 days' notice - 25% of course fee
- 14-1 days' notice and "no shows" - 100% of course fee

### 5. COURSE CANCELLATION BY TSA

The Survey Association reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date. Where an alternative date cannot be provided, the training costs will be refunded in full.