

SHORT COURSE TERMS & CONDITIONS

1. RESERVATIONS

Places on GSA Surveying Courses are secured by the return of a digitally signed booking form.

2. FEES & VAT

Joining instructions will be sent out once your booking is completed.

Invoices must be paid within 28 days of issue, or before the course begins if that is sooner.

Failure to do so will result in the booking being automatically cancelled.

VAT at the standard rate will be added to all invoices.

3. DELEGATE SUBSTITUTION

Substitutions can be made only by liaison with The Survey School. Every attempt will be made to accommodate your requirements.

4. CANCELLATION CHARGES

Your signed booking form is a firm financial commitment by the Client Company.

In the event that you have to cancel your booking, fees will be charged as 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 GSA

The Geospatial 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.