

TRAINING TERMS AND CONDITIONS

These Terms and Conditions apply to all training programmes delivered by the National Breast Training Centre at King's College Hospital NHS Foundation Trust (the "Trust").

1. Definitions

"**Training Programme**" means any workshop, observership, module, or blended learning activity delivered by the National Breast Training Centre at the Trust.

"**Delegate**" means any individual booking or attending a Training Programme.

2. Booking

Confirmation of a booking will be emailed to the Delegate upon completion of the booking process.

Full joining instructions, including programme timings and details, will be provided no later than 7 days prior to the start date or immediately for bookings made within one week of the start date.

3. Provision of training

The content of Training Programmes is intended for general guidance only and does not form part of a contract. The Trust reserves the right to make reasonable changes to programme content, structure, timing, or location at any time.

It is the Delegate's responsibility to ensure that they meet the prerequisites of the Training Programme and that the Training Programme is suitable for their needs.

The Trust will deliver all Training Programmes with reasonable skill and care. To the fullest extent permitted by law, all other conditions or warranties whether express or implied are excluded.

Unless otherwise stated, all Training Programmes are delivered solely in English. Delegates must be sufficiently proficient in English language to participate.

4. Fees

The fee payable for a Training Programme will be as agreed at the time of booking and confirmed in writing.

The fee does not include travel, accommodation, meals or any other related expenses unless explicitly stated.

5. Payment

For Training Programmes delivered directly by the Trust:

- (a) payment must be made in full prior to the start date unless agreed in writing;
- (b) where an invoice is issued, it must be paid within 30 days of the invoice date or before the start date (whichever is earlier);
- (c) the Trust reserves the right to withhold confirmation of attendance until payment has been received; and
- (d) interest may be charges on overdue payments at a rate of 2% per month.

Accepted payment methods include purchase order, cheque, credit card, debit card or bank transfer. If payment is made prior to the issue of an invoice, it can only be made by cheque

Where a Training Programme is delivered in collaboration with London South Bank University (“LSBU”):

- (a) payment, invoicing and any applicable refund arrangements will be managed by LSBU in accordance with their own terms and conditions; and
- (b) the Trust is not responsible for collecting fees, issuing invoices, or administering payments for such programmes.

Delegates should ensure they understand the applicable payment and administrative arrangements at the time of booking.

6. Cancellations

Cancellations by Delegates

Cancellations must be made in writing by email.

All bookings are non-refundable.

If a Delegate cancels their place on a Training Programme, the full fee will remain payable.

Failure to attend a Training Programme will be treated as a cancellation and no refund will be issued.

At the Trust’s sole discretion, the Trust may offer:

- (a) a transfer to an alternative Training Programme date; or
- (b) a credit note for future use.

Requests for transfers or credits must be made in writing and are not guaranteed.

Where the Trust has incurred specific costs in relation to a Delegate's booking (such as travel or accommodation), the Trust reserves the right to recover those costs in addition.

Cancellations by the Trust

The Trust reserves the right to cancel or reschedule a Training Programme at any time.

In the event of cancellation by the Trust, Delegates will be offered either:

- (a) a full refund of fees paid; or
- (b) a place on an alternative date.

The Trust shall not be liable for any additional costs or losses or expenses incurred by Delegates as a result of cancellation or rescheduling.

7. Transfers and substitutions

Bookings are non-transferable. However, the Trust may at its sole discretion permit a Delegate to transfer to an alternative Training Programme date or allow a substitute Delegate to attend in place of the original Delegate, provided that any substitute meets all relevant requirements.

Any such requests must be made in writing and approval is not guaranteed.

8. Liability

The Trust's total liability to any Delegate arising out of or in connection with a Training Programme shall not exceed the fee paid by the Delegate.

The Trust shall not be liable for any indirect, consequential, or economic loss, including loss of profits, revenue, or opportunity.

9. Force Majeure

The Trust shall not be liable for any failure or delay in performing its obligations where such failure or delay results from events beyond its reasonable control, including but not limited to acts of God, pandemic, industrial disputes, or failure of utilities.

10. Governing Law

These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales.

11. Contact

All correspondence relating to Training Programmes should be directed to the Trust using the contact details provided at the time of booking.