

## TRAINING TERMS AND CONDITIONS FOR KING'S COLLEGE HOSPITAL NATIONAL BREAST SCREENING TRAINING CENTRE

### Booking

Confirmation of a booking will be emailed to the delegate automatically on completion of the booking. Full joining instructions, including programme timings and special instructions, will be sent no later than 14 days prior to the start date or immediately for those booking within one week of the start date.

### Provision of training

The contents of training course schedules/observerships are intended for general guidance only and do not form any part of a contract. The Trust reserves the right to make any reasonable variations to public and in-house training schedules/observerships, including the content and location, without notice.

It is the responsibility of delegates to ensure that they meet the prerequisites of the course/observership on which they are booked, and that the content meets their requirements.

The Trust will perform the training with reasonable skill and care. Any other conditions or warranties whether express or implied as to the quality of the training are hereby expressly excluded.

Unless otherwise indicated, all training is delivered solely in English, and all delegates must be sufficiently proficient in English language before attending a training course/observership.

### Price

The price payable for the training course/observership shall be as agreed between the delegate and the Trust and confirmed in the booking confirmation.

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

### Payment

Payment must be received in full prior to the start date and can be made by cheque, credit card, debit card or bank transfer\*. Delegates must pay each invoice within 30 days starting on the date issued. If a delegate books on any training course/observership within 30 days before the start date, then payment is due immediately.

**A delegate's attendance on the training course/observership will not be confirmed by the Trust until notification of payment has been made by the delegate to the Trust by email.**

The Trust is entitled to charge interest at 2% per month or part thereof on overdue payments.

\* If payment is made prior to the issue of an invoice, it can only be made by cheque.

### Cancellations

The delegate may cancel the training course/observership booking by notifying the Trust in writing by acknowledged email as soon as reasonably practicable. The delegate shall also be deemed to have cancelled the booking if the delegate does not attend the event. The delegate shall be liable to pay a cancellation fee as follows:

<b>Number of Days' Notice</b>	<b>Proportion of Fee Payable</b>
0 – 20 days	100%
21 – 29 days	50%
30 or more days	10%

Where the Trust has incurred expenses in relation to the delegate's confirmation of attendance, such as travel or accommodation expenses, these shall also be refunded to the Trust upon cancellation by the delegate, regardless of the notice period of cancellation.

The Trust regrets that registrations cannot be transferred to another training course/observership. Delegate substitutions may be authorised or refused by the Trust at its discretion on a case-by-case basis.

The Trust reserves the right to cancel or arrange an alternative date for a training course/observership. In such circumstances, the Trust will endeavour to provide notice of cancellation or change to the delegate. In the event of cancellation, the delegate will be entitled to a full refund of the training course/observership fee, but the Trust shall not be liable for any other loss or expense arising.