

# **Course Terms & Conditions**

## **Invoices**

We send the invoice 4 weeks prior to the start of the course. Payment is due 30 days from invoice date. The agent /client should advise as to whom the invoice should be sent. Accommodation, transfer costs and study materials can be added by prior notification.

## **Cancellations**

When a course is cancelled less than 14 days before it is due to begin, we reserve the right to charge a cancellation fee of 50% of the course price. However, if the course is rebooked to take place within 42 days of the original course, there will be no cancellation charge. A course can only be postponed once. Any costs incurred for visas, flights and materials produced will be charged if the course is cancelled within 14 days of the course commencement date.

## **Postponement**

If a course is postponed less than 7 days before the course is due to begin, certain costs (trainer and accommodation expenses at cost) have to be covered. A compensation invoice for these amounts will be issued for immediate payment.

## **Visas**

York Associates will send a letter of invitation to the participant for their visa application if required. Course participation will only be confirmed once a valid visa has been issued for the whole period of intended study. There will be no cancellation charge if a visa application is refused.

## **Insurance**

We advise participants to have adequate travel insurance for their travel and stay in York.