

Conditions for bookings of Offsite Courses

1. IT Turning Point will provide each delegate with lunch and refreshments. These are included in the course fee.
2. All bookings must be paid for prior to attendance. Delegates whose fee has not been paid may not be admitted to the course.
3. Invoices are payable 14 days from the invoice date or by the day prior to the relevant course, whichever is earlier.
4. Cancellations by the client 2 weeks or more before the course date will be accepted at no charge. We cannot however accept cancellations less than 2 weeks before the course date and the agreed fee remains payable in full. Clients may substitute delegates at any time.
5. Copyright of all course materials remains the property of IT Turning Point and must not be divulged to any third party, copied or used in any manner other than for reference without the express written permission of IT Turning Point.
6. Courses will generally start with registration and coffee at 9.15am, with classroom work at 9.30am. Running through to 4.30pm finish. This can be flexible with the reducing of the hour lunch break, by agreement.
7. Late payment of Invoices
 - a. Invoices are payable 14 days from invoice date, unless otherwise stated on the invoice. If Invoice payment is delayed or late IT Turning Point reserve the right to charge interest on the late payment as follows,
Up to 7 days late 5% of invoice value
Between 7 to 14 days 10% of invoice value
Between 14 days and 21 days 15% of invoice value
Over 21 days 30% of invoice value.
8. Where any cancellation has been agreed and IT Turning Point have incurred cost, e.g. ordering or training manuals, then these costs will still be required to be paid in full by the client.