# **Terms & Conditions**

## 1.1 Booking and Confirmation Process

A comprehensive range of relevant, quality courses are listed within our website www.bellaartistryandtraining.co.uk. In order to book onto a course, you will need to log into www.bellaartistryandtraining.co.uk and book the training through the website . A course itinerary will be emailed once you have purchased and created an account. All bookings made are for the nominated person. If the nominated person is unable to complete their course, please contact us immediately. Confirmations will be automated by the booking system, as the certificate of completion cannot be changed if we are notified within 24 hours of booking. By booking on the course, you will be agreeing to the terms and conditions with our cancellation policy.

## 1.2 Bespoke Training Booking requests

When you require any inset training, or to book an in-house training half day/full day course then please email <u>www.bellaartistryandtraining.co.uk</u> for availability.

#### 1.3 Payment

By booking on the course, you are agreeing to the training terms and conditions and our cancellation policy. You will be required to pay using the secure online payment for booking of the training. Once payment has been made you will receive a confirmation receipt. Participants who provisionally book and arrive on the day with paying 30% deposit prior to the course start date will be charged seven days prior to the course date, the remaining balance.

Course resources and certificates are only accessible once payment is received and you have successfully completed our training programme.

# 1.4 Cancellation Policy

If a provider/participant is not able to attend a booked training course/event they must cancel their

place or request an attendee substitution. Please ensure you email

rebecca-jones@bella-hair-makeup-artistry-and-training.co.uk with any changes at least 24 hours before the course date. This is to ensure the trainer has sufficient time to compile registers and changes to certificates.

If a cancellation request is received seven working days prior to the training date, a 70% refund will be

Given. 30% will be held and is non refundable to cover the costs of product, rent, and staff wages. Participants could, alternatively, be booked on the next available course if preferred.

Any cancellations received after this deadline will mean that the course/training costs will not be refunded. We understand that there are sometimes extenuating circumstances, which will be considered on an individual basis.

If the delegatee fails to attend the training session, there will be strictly no refunds.

#### 1.5 Non Refundable

30% Deposits are non refundable, if a course is paid in full at the time of entering our contract of purchase, we reserve the right to hold monies if our initial terms have been breached, please see clause 1.4.

1.6 Training Programme - Terms and Conditions General T+Cs apply: Additional T&Cs for training package:

In exceptional circumstances, "Bella" reserves the right to cancel or rearrange any course, venue and trainers where absolutely necessary. In these circumstances we will endeavour to give as much notice as possible. We operate with e-learning, webinars and small group face to face training.

We use locations where we are able to establish the safeguards necessary to protect yourself as well as our staff. We will refund in full those who have paid in advance for the cancelled course or rearrange another training date when is suitable.

'This does not affect your statutory rights'