

Terms and conditions

Fees

1. The course fee covers the provision of the course, all written materials and light refreshments and lunch for one participant.
2. English UK reserves the right to refuse entry if payment has not been received in full by the course start date.

Refund policy

3. ENGLISH UK will refund fees in full in the unlikely event of the course not going ahead
4. ENGLISH UK will refund fees in full if the participant cancels 21 days before the event
5. ENGLISH UK will refund 50% of the fees if the participant cancels on or more than 14 days before the event
6. ENGLISH UK will not refund fees if the participant cancels less than 14 days before the event although a substitute may be sent on the course with prior notice
7. Notice of cancellation must be received in writing

Important note

8. By signing this form, the applicant confirms that s/he has received and read a copy of the course programme.
9. Please keep a copy of this form as a record of your booking. Official confirmation will be sent to you in due course.

Signed _____

Date _____

Please return the completed registration form by post/fax/email to:

Beth Macchi
Professional Services Officer
English UK
219 St John Street
London
EC1V 4LY
Tel: 020 7608 7960,
Fax: 020 7608 7961

e: training@englishuk.com
www.englishuk.com/training

Download our professional services brochure from: www.englishuk.com/training