

TERMS AND CONDITIONS

Bookings

Applications for all courses must be made through the booking form. This should be sent to Wayfinder Associates at the address below. An electronic copy can be sent on request. Costs include a buffet lunch, all refreshments and a hand out pack. A certificate of attendance will be given out on completion of the course.

Payment

Payment must be made no later than 21 working days prior to the start of the course. We reserve the right to reallocate the course place if fees are not paid in time.

Cancellation

The following charges will apply if you wish to cancel a course place:

21+ days prior to the event	10%
1-20 working days prior to the event	100%
Non attendance on the day	100%

Data protection

Wayfinder Associates will use the information you provide on your booking form and additional information you may provide in future, for administering our training courses. We will not disclose this information to any other person or organisation, except in connection with the above purpose. All course participants are provided with a list of their co-participants' names and organisations, but no further details are disclosed.