

# London Business College Booking Conditions For Vocational Courses

## How to book a course

Fill in the booking form and hand to reception. Shortly after a confirmation letter will be sent out.

## Payment terms

Payment is required by cheque or in cash and this must accompany the signed booking form. We reserve the right to re-allocate the place to another delegate if payment is not received with the booking.

## Transferring to another course

If you wish to change your mind and transfer to another course your request must be received, in writing or by email to [admin@lbcollege.ac](mailto:admin@lbcollege.ac) at least 14 days before the original course start date. If your new choice is not available or fully booked we will try our best to put you on the next available course. If this is not possible the conditions relating to cancellation shown below will apply.

## Cancellation

If you need to cancel your booking your cancellation must be received, in writing or by email to [admin@lbcollege.ac](mailto:admin@lbcollege.ac) at least 14 days before the event. If payment has been made a refund will be arranged. Please note below the following administrative charges will also apply:

More than 4 weeks before the course start date:	Full refund or transfer to another course at no extra cost
2 weeks before the course start date:	50% of the course fee refundable or a free transfer to another available course
Less than 2 weeks before the course start date:	No refund

Please ring the office as soon as you need to alter your booking.

Staggered payment options can be considered in some circumstances. Please ring us to discuss.

## Changes to Course

It may be necessary for reasons beyond our control to change the course start date, the content of the course or the trainer. In this unlikely event we will give you as much notice as possible of any changes as we can. If a course has to be completely cancelled, we will automatically make a full refund and disclaim any further liability.

## Course Timings

Courses usually start at 9.30am and finish at approximately 4.30pm. Coffee breaks are provided mid morning and mid afternoon. Lunch is for an hour. Lunch and refreshments are not provided for all courses. Please enquire about your particular course. Please let the office know if you have any dietary needs.