

Terms & Conditions for On-site Course Bookings

To secure your booking and avoid disappointment please follow our terms below:

1. Booking a course

Bookings may be made by email or by posting a completed course booking form. Telephone bookings should be confirmed in writing by also completing and return a booking form as above.

Lifeguarding & Lifesaving Training's acceptance of your booking brings into existence a legally binding contract between us on these terms and conditions.

Any term sought to be imposed by you in any purchase order or correspondence will not form part of the contract.

2. Payment Terms

Our standard payment terms require either full payment or a 20% deposit of the total price taken at the time of booking to secure your course unless otherwise agreed. The remaining balance will become due no later than 28 days prior to the commencement of your course.

Where bookings are made within 28 days of the first day of your course full payment will be required at the time of booking.

Payment can be made by cheque or BACS transfer.

3. Payment by Invoice

You may request an invoice to confirm your booking, to do so please complete the company billing details section found on the booking form. Once we have performed credit checks and should these be successful your course booking will be confirmed and an invoice will be sent to the details you have provided on the booking form. Please quote purchase order numbers where applicable and enclose a copy with the return of your booking form.

Our standard credit terms for invoice customers are 30 days from date of invoice, regardless of the date of your course.

Should your credit checks be unsuccessful we will provide a proforma invoice and payment will be required as per the terms in paragraph 2.

4. Transfers of Dates

Should circumstances mean that you need to transfer course dates the following charges will apply, dependent on the notice given:

- First transfer, made more than four weeks prior to the course start date - no charge
- Two to four weeks notice given - 25% of the course fee
- Less than two weeks notice given - 50% of the course fee

All transfers must be within a period of six months.

5. Cancellations

Should circumstances mean that you have to cancel your course and are unable to transfer to another date at the time of cancellation, the following charges will apply:

- More than four weeks prior to the course start date - no charge
- Two to four weeks prior to the course - 50% of the course fee
- Less than two weeks prior to the course - full fee

Cancellation must be made in writing by post, fax or email and received by the due date.

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6. Warranties

Courses supplied will be conducted in a professional manner in accordance with generally recognised practices and standards and it will provide appropriately qualified and experienced instructor(s) to deliver courses using suitable course materials.

7. Certification

Certificates are provided for successful completion of training/assessment as appropriate and are supplied only following full settlement of course fees.

8. Obligations of the Customer

All delegates must meet the prerequisites required for the training course they have booked on to. Failure to do this may result in being asked to leave the course and no refund will be offered.

9. Unforeseen Circumstances

On very rare occasions, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

10. Copyright and Intellectual Property Rights

Copyright and all intellectual property rights for all Course Materials shall remain the property of the RLSS/Nuco Training Ltd. The delegate agrees not to reproduce, sell, hire, photograph or copy Course Materials (in whole or in part) and not to use such materials except for the purposes of post course reference or as specifically agreed with the RLSS/Nuco Training Ltd.

11. Course fees and Terms & Conditions

LGLST reserves the right to change course fees, terms and conditions at any time.