# **TERMS AND CONDITIONS FOR ALL BOOKINGS:**

Please follow our terms and conditions in order to secure your booking and avoid disappointment.

# 1. Booking a Course:

Bookings can be made via email and telephone. Both email and telephone bookings should be confirmed in writing via a confirmation email.

Your booking confirmation from The Safety Savvy Ltd constitutes a legally binding contract between us, governed by these terms and conditions. Any additional terms or conditions proposed by you in a purchase order or other correspondence shall not form part of this contract.

## 2. Payment Terms:

To secure your course booking, either full payment or a non-refundable deposit of 20% of the total course fee is required at the time of booking. The remaining balance must be paid no later than 28 days before the course start date. For bookings made within 28 days of the course commencement date, full payment is required at the time of booking.

All payments must be made via the payment link provided or BACS. The Safety Savvy Ltd uses a secure third-party service (Tide Business) to process these transactions.

# 3. Payments Via Invoice:

You may request to pay by invoice by completing the billing section on the booking form. We will carry out independent credit checks before confirming your booking. If approved, an invoice will be issued to the provided details. Please include any relevant purchase order numbers.

Standard credit terms are 30 days from the invoice date, regardless of the course start date. If credit is not approved, a pro forma invoice will be issued, and payment will be required as per Section 2 (Payment Terms).

Invoices are issued via Tide Business and can be paid by bank transfer or the secure payment link provided.

#### 4. Transfers of Dates:

If you need to transfer to a different course date, the following charges will apply based on the notice period provided:

The Safety Savvy Ltd, 25 Greenway Gardens, London, England NW9 5AY.

Tel: +44 7442 321986 | Email: Contact@thesafetysavvy.com Web: thesafetysavvy.com | Company Registration No:16473135



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First transfer with more than 4 weeks' notice - no charge

2 to 4 weeks' notice - 25% of the course fee

Less than 2 weeks' notice - 50% of the course fee

All course transfers must be scheduled within six months of the original course date.

## 5. Cancellation by the Client:

If you need to cancel your course and are unable to transfer to another date at the time of cancellation, the following charges will apply:

More than 4 weeks before the course start date - no charge

2 to 4 weeks before the course - 50% of the course fee

Less than 2 weeks before the course - 100% of the course fee

All cancellations must be made in writing and received by us via email by the relevant deadline.

# 6. Warranties:

The Safety Savvy Ltd warrants that all courses will be delivered professionally, in line with generally accepted industry standards and practices.

Appropriately qualified and experienced instructors will be assigned to deliver training using suitable and up-to-date course materials.

#### 7. Certification:

Certificates of completion will be issued to learners who successfully complete the required training and/or assessment.

Certificates will only be released once all course fees have been paid in full.

### 8. Customer Obligations

You are responsible for ensuring that the agreed training venue, date, and time are upheld, and that facilities are appropriate for the training to take place. You must also ensure that all delegates meet any specified prerequisites for the training.

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If, in the opinion of the instructor, training cannot proceed due to a failure to meet these obligations, the full course fee will remain payable and no refund will be issued.

#### 9. Unforeseen Circumstances

In rare instances, unforeseen events may require The Safety Savvy Ltd to cancel a course. Should this occur, you will be notified as early as possible and offered either a full refund or a free transfer to an alternative course date.

#### 10. Sub-contracting

The Safety Savvy Ltd reserves the right to assign or sub-contract any part of the training delivery to qualified instructors or third parties, where appropriate.

#### 11. VAT

All course fees are subject to VAT at the prevailing rate, unless a valid exemption applies and has been confirmed in advance.

## 12. Copyright and Intellectual Property

Course materials used by The Safety Savvy Ltd are provided under licence from Nuco Training Ltd and NucoPlus. All copyright and intellectual property rights in these materials remain the property of Nuco Training Ltd. You may not copy, reproduce, distribute, sell, or otherwise use these materials beyond personal reference following the course, unless otherwise agreed in writing.

# 13. Consumer Contracts Regulations 2013

We comply with all applicable consumer rights under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, where relevant.

#### 14. Course Fees and Terms

The Safety Savvy Ltd reserves the right to amend course fees, terms, or conditions at any time. Any changes will not affect confirmed bookings unless required by law.

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