# Booking Terms and Conditions

Booking details

1. Before booking onto the course, please ensure you have read the course description to ensure the course will meet your needs and that you are able to meet pre-requisites, where stated.
2. If your booking is completed by an individual other than the named learner, it is the responsibility of the person placing the booking to ensure the learner is suitable for the course and has the relevant experience.
3. You will receive confirmation or cancellation of the course prior to the start date.
4. We advise that accommodation/train tickets should not be booked until the pre- course confirmation letter is received or an Archery GB member of staff confirms that the course is definitely going ahead. Archery GB shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.

Payment Terms and Conditions

1. Course fees are payable upon booking, unless you are a sponsored employee, or an organization, and you require an invoice.
2. All invoices must be paid within 14 days of the invoice date, or if booking late, before 7 days of the course start date.
3. If invoices are not paid within the timeframe places will be released.
4. Payment of Invoices can be made by Cheque, Credit or Debit Card by phone to the office, or BACS Transfer

Course Confirmation and Details

1. Pre-course information details will be sent via email (unless requested otherwise) to the email address provided on the course registration form. It is the responsibility of the individual to contact Archery GB if they have not received any pre-course information via email rather than assume a course might be cancelled.
2. No refunds will be given for non-attendance.
3. No certificate(s) shall be issued whilst there is an outstanding balance due to Archery GB.
4. The certificate will be sent to the address on the course registration form. It is the responsibility of the individual completing the course registration form to inform Archery GB if there are changes to address details
5. In the event that a replacement certificate has to be re-issued, the fee will be

£10.

1. In the event of a tutor not being able to tutor a course at short notice due to an emergency, Archery GB will contact you to inform you immediately and reorganise the course. Archery GB shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc
2. If Archery GB cancels the course, you will have the option to request a full refund or transfer on to the next available course. Please note you will be expected to confirm with Archery GB which option you wish to take within 10 working days of receiving the cancellation email. If this is not adhered, Archery GB will take no further action.

Cancellations / Additional Costs

1. All requests for cancellations must be received via instructors@archerygb.org
2. The appropriate cancellation charge will apply based on the cost of your booking, as shown below. This excludes extenuating circumstances which will be charged at Archery GB’s discretion

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| --- | --- |
| Calendar days notice before the course start date | Refund applicable |
| Cancellation over 60 calendar days | 90% of course fee |
| Between 31 and 59 calendar days  | 50% of course fee |
| Between 1 and 30 calendar days | No refund will be given |
| Failure to attend | No refund given |

1. In the event of an individual named on the course registration / booking form cannot attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the course date.
2. In the event of there being insufficient numbers booked onto a course Archery GB reserves the right to cancel or postpone the course
3. In the event Archery GB cancels a course, we will endeavour to inform all learners five days before the course is due to take place via email, although please be aware that this time-scale is not always possible due to matters out of our control. Archery GB shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.
4. If Archery GB cancels a course, learners are entitled to a full refund.

Contact Archery GB

Email: instructors@archerygb.org

Phone: 01952 677888