

Landlord Accreditation Scotland (LAS)

LETWELL Training Course Terms and Conditions

Please read our terms and conditions prior to making your booking:

Booking Information

- Delegates are required to commit to attendance at all five training dates in one location, as published.
- All course fees are subject to VAT and payable within 7 working days of receipt of invoice.
 - *First course:* Non-payment of the first course fee within 7 working days of invoice receipt will result in the offer of a place at all five training dates being withdrawn.
 - *Remaining courses:* Non-payment of a subsequent course fee within 5 working days of the course date will result in the delegate not being able to attend the course.
- Cancellations made more than 10 working days before the course is due to run will incur a cancellation fee of £50.00 (plus VAT).
- The full course price will be charged for cancellations made within 10 working days of the course date.
- A £25.00 administration fee (plus VAT) will be charged for each change of delegate name/course date.
- LAS will not be liable for reimbursing fees if delegates are not able to attend a course due to circumstances out of LAS' reasonable control including, but not limited to, weather conditions, fire, flood, transport strikes, closures or delays, or any other force majeure or act of God.
- Everyone attending the training is expected to behave in a polite and appropriate manner. The trainer has the power to exclude any person from the training if that person is being disruptive.

Limitation of Liability

- LAS accepts no responsibility for accident, injury or loss suffered whilst attending one of our courses, unless it is due to negligence on our part.
- Delegates are responsible for taking care of their own property, and all personal belongings are left on training venue premises at delegates own risk.
- LAS accepts no responsibility for any loss or liability incurred whilst using material or information obtained on the course.

Cancellation and Changes to Courses

- LAS may have to cancel a course. In this case we will return any fees already received. We will not refund any other costs you incur as a result of the cancellation.
- LAS reserves the right to change the venue/and or date of the course at short notice and change trainer without prior notice.

Course Confirmation

- Each delegate will receive a booking confirmation via email once full payment has been received and processed by LAS. Please do not book any travel or accommodation until you receive your booking confirmation.

Course Material

- The copyright of all course material rests with the trainer or LAS.

Data Protection Act 1998

- When you make a booking your contact details will be stored on our database. We will use this data for the purposes of processing your booking.
- We may also contact you in the future about other LAS products and services that may be of interest. If you would prefer not to be informed you can opt out by contacting the LAS office via the website. For further information please contact the LAS Office on 0131 553 2211 or email info@landlordaccreditationscotland.com.

LAS reserves the right to modify or alter these Terms and Conditions at any time without prior notice.

Updated April 2017