

Landlord Accreditation Scotland (LAS)

LETWELL Training Course Terms and Conditions

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

Section A: Definitions

"Training course" means a course delivered face-to-face in a given location by members of Landlord Accreditation Scotland.

"Amendments" means any change to the original booking in the name of the delegate attending or the date of the course attended.

"Working day" means a day that is not a Saturday or Sunday, Christmas Day, Good Friday or any day that is a bank holiday.

Section B: General terms

Booking Information

- Delegates are required to commit to attendance at all five training dates in one location, as published.
- All training course fees are subject to VAT and payable within 7 working days of receipt of the invoice.

Payment

Option 1

- *Pay for all 5 training courses upfront:*
 - To receive a 10% discount off the full price, you must pay for all five training courses in a single transaction. Fees paid are non-refundable. Course fees are payable within 7 working days of receipt of the invoice.

Option 2

- *Pay as you go:*
 - *First course:* Payment for training course 1 must be received by LAS no later than 7 working days of receipt of the invoice. Failure to make payment within this timescale will result in the offer of a place at all five training courses being withdrawn.
 - *Remaining courses:* The cost to attend training courses 2 & 3 is combined and requested as a single payment. This also applies to training courses 4 & 5.
 - No refund will be given if the second session of the 2 combined training courses is not attended.
 - Non-payment of subsequent training course fees within 5 working days of the course date will result in the delegate not being able to attend the training course.
- **Withdrawal from the Programme**
 - Withdrawal from the programme made more than 10 working days before the training course is due to run will incur a cancellation fee of £100.00 (plus VAT).
 - For cancellations made within 10 working days of the training course date, the full training course fee will be charged.
- **Amendments to course bookings**
 - A £50.00 administration fee (plus VAT) will be charged for each change of delegate name/training course date.

Limitation of Liability

- LAS accepts no responsibility for accident, injury or loss suffered whilst attending one of our training 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 training course.

Cancellation and Changes to Training Courses

- LAS may have to cancel a training 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 training course at short notice and change trainer without prior notice.
- LAS will not be liable for reimbursing fees if delegates are not able to attend a training 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.

Course Confirmation

- Each delegate will receive a booking confirmation via email once full payment has been received and processed by LAS. Landlord Accreditation Scotland will not be liable for any travel or accommodation arrangements made ahead of receiving your booking confirmation.

Course Material

- The copyright of all course material rests with the trainer or LAS.
- No filming or audio recording is permitted in the training room. Use of mobile phones and other devices to check emails is permitted, so long as this does not cause any disruption or disturbance.
- Everyone attending the training is expected to behave in a polite and appropriate manner. The trainers have the power to exclude any person from the training if that person is being disruptive.

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.

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