

Booking Terms & Conditions

Booking

- Full payment is required when you make a course booking.
- Please enter all your details clearly on the booking form including your name as you would like it to appear on your certificate(s).

Cancellation policy

- Cancellations made more than 6 weeks before the course start date – full refund less 5% charge to cover administrative costs.
- Cancellations made 6 weeks or less before the course start date – 50% refund of monies paid.
- Cancellations made 4 weeks or less before the course start date – 25% refund of monies paid.
- Cancellations 14 days or less before the course start date – no refund applies.
- No refund or transfer will be made for non-attendance.
- Any cancellations must be made in writing to training@glasdir.com.
- If a course is cancelled by Glasdir Skills Academy due to unforeseen circumstances, delegates already booked on the course will be given the choice of an alternative date or a full refund.

Health and Safety

- There will be a health and safety briefing at the start of each course.
- In accordance with current law, Glasdir Skills Academy operates a no smoking policy.

General Information

- There is a free car park at the back of the building. This is a public car park and cars are parked at owner's risk – Glasdir Skills Academy is not responsible for any damage to vehicles.
- All course materials are the property of Glasdir Skills Academy and the training provider. They cannot be reproduced, sold or used on any courses you run or attend.
- Each delegate is responsible for reading and understanding the course description to ensure the course is right for them – please contact Glasdir Skills Academy for further advice before booking a course if you are unsure.
- Video footage or photographs may be taken at some courses. These will be used for marketing purposes only. If you do not consent, please advise the tutor on the day of the course.