

THE BUSINESS TRAINING CENTRE

TERMS AND ADMINISTRATION

Fees

All course fees indicated are to be paid in advance of attending the course. There is a one-off registration fee of £25 payable at the time of booking. All courses are on a first come first serve basis. A minimum of 50% deposit is required to book onto a course. If a payment plan approved this must be adhered to otherwise you will be refused entry to classes until your payments are up to date.

Cancellations

If you cancel or defer a course to a later date a cancellation charge of £25 is payable. If you cancel less than 14 days prior to the course no refund will be given but alternative delegate may be sent. In exceptional cases such as refusal of VISA for non-EEC students to enter or remain in the UK a refund may be given less the cancellation charges. Documentary proof must be provided to support any claim.

BTC reserves the right to cancel or alter courses and fees without prior notice. Our liability shall be a refund of any fees paid. While we endeavour to ensure that the course information contained in this brochure is correct at the time of print, we cannot guarantee the provision of courses if for example student numbers are insufficient or circumstances beyond our control intervene. In such circumstances full refunds will be given.

Classes

The maximum class size in most cases is in the region of 6 to 8, except specially arranged courses. Some of the courses are taught on a one to one basis, by prior arrangement. Company training programs can be arranged for a number of trainees.

All applications will be treated confidentially. When classes are full, you will be put on a waiting list. In the event of cancellations places will be offered to those who are on the waiting list. If there is sufficient demand a second course may be started.

Payment Plans

We offer flexible payment plans to suit your needs. An initial deposit of 50% is required, followed by two payments to be made every 2-3 weeks depending on the duration of the course. All fees must be paid up at least 2 weeks before the end of your course.

Absences

Once registered on a course students must notify us in advance or by 9am on the day of the class of absences. There will be no catch up classes for absences; for special cases catch up classes will have to be arranged. If more than three classes have been missed then the student will be withdrawn and will need to book onto another course and re-register.