

ALPHA PARKING LIMITED

Terms and Conditions for Training Courses

Booking procedure:

Booking can be made:

- using the online booking form at www.aparking.co.uk/booking_form
- by phone contacting Alpha Parking Limited on 0207 242 2567 or fax to 0207 242 1366
- by email to parkingenquiries@aparking.co.uk
- by post sending a booking form to Alpha Parking Limited, 4th Floor Cromwell House, Fulwood Place, London WC1V 6HZ

Booking Confirmation:

Once we have processed your booking, we will send you a confirmation email and an invoice will be generated and sent to you by email.

Payment:

Payment must be received within 30 days of the invoice date or in advance of the training course whichever is sooner. Payment can be made by:

- BACS to Alpha Parking Limited Ltd, Barclays Bank Plc, sort code 20-41-50, account number 10590665,
- cheque made payable to Alpha Parking Limited and sent to 4th Floor, Cromwell House, Fulwood Place, London WC1V 6HZ

Fee Guidance:

All courses listed are subject to VAT at 17.5%. All course fees include associated course notes and other course materials, examination or attendance certificates. Travel and accommodation is the responsibility of the delegate and is not included in the price of the course, unless otherwise indicated. If required, Alpha Parking Ltd may supply advice on local hotels and travel without prejudice.

Joining Instructions:

Joining instructions including an outline of the day and venue details will be issued approximately two weeks prior to the course. If you have not received your joining instructions three days prior to the training course, please call +44 (0)20 7 242 2567. Alpha Parking Ltd will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

Course transfers:

There is no charge for transferring your booking to the same course on an alternative date provided you notify the Alpha Parking Ltd in writing up to 14 working days before the start of the course and that there is availability. However, a transfer fee of 33% of the course fee (plus VAT) will be payable if notice is received within 14 working days of the start date of the original course. No refund will be made in the event of a transfer.

Cancelling your place:

If you notify the Alpha Parking Ltd in writing or via email up to 14 working days before the start date of the course, you will receive a full refund less an administration fee of 33% (plus VAT). If you withdraw for whatever reason within the 14 day period, the full fee will remain payable if you are unable to nominate a substitute attendee.

Non-attendance:

If you fail to attend the course on which you are booked and have not given prior notice to Alpha Parking Ltd then the course fee will remain payable in full.

Cancellation by Alpha Parking Limited:

Where circumstances dictate, Alpha parking Limited reserves the right to alter published programmes, trainers, fees or venues without prior notice. In the event of a course being cancelled, a refund of the course fee will be made but no compensation will be paid for any additional costs incurred.

Venues:

Details of the specific venue used will be sent in the joining instructions for all courses.

Dress code:

There is no formal dress code – unless joining instructions specify otherwise.

Copyrights:

Copyright and all intellectual property rights for all Course Materials shall remain the property of Alpha Parking Ltd.

You agree not to reproduce, sell, hire or copy course materials (in whole or in part) and not to use such materials except for the purposes of post course reference.

Permission must be sought before Materials are posted on public domains, and if permission is granted it must be acknowledged.