



TERMS AND CONDITIONS

- We advise that all delegates read the course overview in order to ascertain that the course meets their requirements. We also advise the return of the completed delegate outline in order that the trainer can assess individual needs.
- The courses provided are designed to give candidates knowledge of all the key software functions. The courses are not designed to facilitate the resolution of specific client needs. Therefore clients own data will not be processed or handled during our standard training sessions. However, clients may arrange for individual working sessions on their data in addition to the standard courses. Please call for details.
- Course places are on a first come first serve basis.
- Training places cannot be reserved until a signed Sales Order Confirmation, or payment has been received.
- Reservations for discounted training courses purchased with product must be made within 30 days of purchase date and training must be taken within 90 days of purchase date.
- We cannot guarantee that a place will be made available in the event of delegate cancellation within the specified 90 day period.
- In order to receive a full refund, or credit, delegates are required to cancel up to 20 working days prior to the training course date. If a delegate fails to attend training without giving the specified notice period; this will be viewed as though the course has been taken. Under these circumstances there will be no opportunity to re-book, or to benefit from any credit or refund.
- Training courses will only be run to schedule with a minimum of 4 and a maximum of 6 delegates. Changes to these attendance levels may force cancellation of the course.
- We reserve the right to cancel courses at short notice should it be absolutely unavoidable. If this should occur delegates will be offered alternative dates.
- The training room is located within a NO SMOKING building and site. Delegates wishing to smoke, may do so well outside the site during refreshment and lunch breaks.
- No eating or drinking is allowed at training work stations, rest areas are provided.
- During training courses, we request that all mobile phones and devices are switched off, or turned to silent mode.

BOOKING... Our expert team are on hand to talk you through your precise requirements. This way, you can be sure that you will get the right training for your business needs. For more information email us at info@geoplan.com or call

01423 569538

or visit our website at www.geoplan.com