



## Office of the Chief Executive

### Terms & Conditions

Crown Medical Training can accept bookings via Phone call, email, fax or our online booking form. Which ever booking option you make, these Terms & Conditions apply.

#### **Fees**

All fees are payable in advance (normally 4 weeks). Arrangements can be made where payment can be made on the First day of the course. Standard Invoices will be issued for company's where payment is required strictly with in 30 days. Crown Medical Training reserves the right to refuse admission to the course until payment is received. Fees quoted are correct at the time of publication but Crown reserves the right to alter fees at any time. All fees quoted are exclusive of VAT which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force.

#### **Certificates**

Certificates are issued on receipt of payment. Certificates remain the property of Crown Medical Training until payment is made. Certificates will be sent between 7-10 days on receipt of payment.

#### **Late payment**

Overdue payment may attract interest at 8% above the statutory rate. If attempts for payment are made but payment is delayed, we will pursue legal action and the use of a Debt Collection Agency if necessary to recover the fee.

#### **Cancellations**

Crown Medical Training reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred by the client the following fees will be payable:

Notice Given	% of Course Fee
more than 28 days	0%
15-28 days	50%
0-14 days (including cancellation on day)	100%