



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Terms and Conditions - course bookings

1. Payment terms

Payment (if applicable) – St. Patrick's will invoice as soon as the booking is made, payment is required within 30 days from the date of invoice or prior to the course start date, whichever is sooner.

2. Credit terms

Our standard credit terms for account customers are 30 days from the date of invoice.

3. Course bookings Bookings

Bookings are to be made via The St. Patrick's Centre of Educational Excellence website or by emailing thestpatrickscentre@salford.gov.uk. A confirmation of booking will be emailed to the course delegate and an invoice will be issued.

4. Cancellations

Should circumstances mean that you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- Up to 14 days prior to the course start date - no charge
- Between 7 and 14 days prior to the start - 50% of the course fee
- Less than one week prior to the course - full fee.

NB Cancellation must be made via email to thestpatrickscentre@salford.gov.uk

5. Non-attendance

If you do not attend a course, and you have not previously informed us, the full course fee remains payable.

6. Missed sessions (Programmes)

If you are absent or cannot make a session for one of our Training Programmes and have previously informed us, we will try our best to accommodate you with an alternative date.

7. Unforeseen circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

8. Fair processing

All information that we hold concerning you will be held and processed by St Patrick's RC High School strictly in accordance with the provisions of the Data Protection Act 2018.