

A booking will be made upon receipt of a fully completed and signed booking form. This booking will be considered provisional until full payment has been received.

Fees/Charges

For Public Courses, prices are inclusive of tuition, examination fees, course materials, lunch, refreshments and the reasonable use of materials, publications and machines (where applicable) by the Delegate for the period of the Course.

The price does not include any travel, accommodation or living expenses which the Delegate may incur in attending the course.

For In-House Courses, prices include tuition and course materials. For examination based courses there is an additional charge per delegate, for examination fees, licensed materials and accreditation fees.

Prices quoted exclude VAT or other sales taxes which will be added at the current rate. Where a Delegate is attending a Public Course in the UK, regardless of the Delegate's country of origin, the point of supply for VAT purposes is the location of the course.

Payment Terms

Alarm Limited will raise an invoice upon receipt of a fully completed and signed booking form.

Substitutions, Transfers and Cancellations by the Customer

The Customer may substitute a Delegate on a Public Course upon notification at no additional charge subject to the new Delegate meeting the prerequisites.

Cancellations and Transfer Policy

If you cancel your Public course booking the following will apply:

- More than 35 days prior to start date = £250 to cover course pack if sent out
 - 35 - 7 working days prior to start date = 50% of total Course Fee
- Less than 7 working days prior to start date = 100% of total Course Fee

If you cancel your In-house course booking the following will apply:

- More than 35 days prior to start date = No charge
 - 35-7 working days prior to start date = 50% of total Course Fee
- Less than 7 working days prior to start date = 100% of total Course Fee
Pre Course Packs already dispatched will be charged for.

Cancellations and changes to Public Courses by Maven Training Limited

Alarm Limited reserves the right to cancel or change a Public or In-house Course and undertakes to provide reasonable notice of the cancellation or change except in an emergency.

The Customer will be entitled to a refund of any fee paid to Alarm Limited in the event of a cancellation or any change to the course date or significant change in venue but shall not otherwise be entitled to compensation or costs or damages arising from such a cancellation.

Copyrights

Copyright and all intellectual property rights for all Course Materials shall remain the property of Maven Training Limited or the trading partner of Maven Training Limited responsible for developing that course.

The Customer agrees 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.

Force Majeure

Alarm Limited shall not be in breach of this agreement if there is any total or partial failure of performance by it of its duties and obligations under this agreement occasioned by any act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, prevention from or hindrance from obtaining any raw materials or energy, sickness or other cause beyond its reasonable control.

If Alarm Limited or their contractor, Maven Training Limited, is unable to perform its duties and obligations under this contract as a direct result of the effect of one or more of such causes that Alarm Limited shall give written notice to the Customer of such inability stating the cause in question. The operation of these Conditions shall be suspended during the period in which the cause continues to have effect.

Forthwith upon the cause ceasing to have effect Maven Training Limited shall give written notice thereof to the Customer.

By signing overleaf, you agree to the terms and conditions as above.