

WRC Academy Training Modules

Terms and Conditions

Programme

Owing to its commitment to continuous improvement of the course, WRC Ltd reserves the right to change the content and/or trainers.

Course dates

WRC reserves the right to alter or cancel published dates without liability. All training will be provided at WRC site in Swindon.

Venue

If the venue is being provided by the delegates organisation and if the venue is not at WRC Swindon and is altered or cancelled, WRC require not less than 14 days' notice. WRC's cancellation conditions will apply if an alternative venue is not made available.

Fees

All fees are current at the time of going to print; however, WRC reserves the right to change them.

Bookings

Bookings will only be accepted provided WRC receives a completed booking form plus the appropriate payment in full at least one week before the course. Late bookings may be accepted at the discretion of WRC. Places are allocated on a first-come first-serve basis. If there are no places on the date selected then you may either:

- transfer your booking to an alternative date, if appropriate; or,
- be given a full refund.

Confirmation

On receipt of your booking and clearance of the fee to WRC's bank, WRC will confirm your place on the course. Only those people who receive confirmation will have a place on the course.

Cancellation

Cancellations will incur the following charges:

- More than 28 days before the course – 90% refund;
- 8-28 days before the course – 50% refund;
- ☐ Less than 7 days before the course – no refund.

Substitutions

If you are unable to attend, a substitute participant is generally acceptable. For safety and housekeeping reasons we request that you provide details to WRc at least 1 working day in advance.