

**Training course booking terms and conditions**

**Fee: £30 per person**

Please book a place for your preferred training course on the website at: www.generationsworkingtogether.org

An automatic confirmation email will be sent confirming your booking request. Generations Working Together will then shortly afterwards confirm your booking. Invoices will be sent via email (should you require a hard copy please get in touch), and must be fully paid within 30 days or at least 7 days before the course date (whichever comes first).

In the event of you or your organisation cancelling this confirmed booking, the following refunds will apply:

1. Up to one week before the event – full refund
2. Less than 7 days’ notice – no refund

**Payment terms**

Payment can be made by cheques or BACS and must be made within 30 days of the invoice being issued.

1. Please make cheques payable to: “**Scottish Mentoring Network**” which has contractual responsibility for GWT.
2. If paying by BACS\* please use the reference number from your invoice.

\* If paying by BACS please send a remittance to the address below or email a copy to lynsey@scottishmentoringnetwork.co.uk

**Please post cheques to:**

Finance, Generations Working Together, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ.

Please quote your name, address and date of training course with your payment.

Any queries regarding the actual training course should be made directly to: [cheryl@generationsworkingtogether.org](mailto:cheryl@generationsworkingtogether.org)