

## Online training course booking terms & conditions

**Fee: £100 per person**

### How and where to book

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Please book a place for your preferred training course on the website at:

[www.generationsworkingtogether.org](http://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).

### Cancellation terms

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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

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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: **Generations Working Together**
2. If paying by BACS\* please use **the invoice number as a reference**.

\* If paying by BACS please send a remittance to the address below or email a copy to [Sorina@generationsworkingtogether.org](mailto:Sorina@generationsworkingtogether.org)

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.

### Further queries

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Any queries regarding the online training course should be made directly to:

[office@generationsworkingtogether.org](mailto:office@generationsworkingtogether.org)