

## ICIL Online training course (Oct – Dec 2018) booking terms & conditions

**Fee: £150 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 confirm by email attaching an invoice (should you require a hard copy please get in touch), the invoice must be **fully paid within 30 days or by the payment deadline (12<sup>th</sup> October 2018)** 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 or by the above deadline date (whichever comes first).

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