

## Training Courses Bookings Terms & Conditions

On booking a training place via the website an automated confirmation email will be forwarded along with an electronic invoice.

### Payment terms

Your invoice must be fully paid within 30 days of issue or at least 7 days before the date of training, whichever comes first. If the invoice is not paid within this timeframe, your training place will be cancelled and reallocated.

### Cancellation terms

In the event you are not able to attend the course you must contact Generations Working Together at [office@generationsworkingtogether.org](mailto:office@generationsworkingtogether.org) or on 0141 559 5024 and the following refunds will apply:

- Up to one full week before the event – full refund
- Less than seven days' notice – no refund

### Payment

**PAY BY BACS including your invoice number in your BACS reference.** Please email to letting us know when you have completed the payment.

Bank: The Cooperative Bank, 29 Gordon Street, Glasgow, G1 3PF

Account Name: Generations Working Together

Sort code: 08-92-99

Account number: 65773576

**PAY BY CHEQUE** Please make your cheque payable to "Generations Working Together" and send to: Generations Working Together, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ

**PAY BY CARD** – a link will be provided on the invoice