



Outreach Courses – Terms & Conditions

Cancellations and Amendments

- In the event of the individual named on the booking form cannot attend, we will accept substitution of another delegate. We'd appreciate advance notice of this change via email to outreach@theedenacademy.co.uk, but understand that this is not always possible.
 - Once a booking is made, cancellation will not be accepted. As above, we will accept a substitution of one delegate for another.
 - Failure to attend will be treated as late cancellation and the full course fee will be payable.
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- In the event of there being insufficient numbers booked onto a course, we reserve the right to cancel. In the event of cancellation of a course, we will endeavour to inform all participants via email 4-5 working before the course is due to take place, although please be aware that this is not always possible.
 - All course fees paid will be reimbursed in full. However The Eden Academy shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.

Payments

- A place on one of our courses is only confirmed once payment has been received
- Payment is by cheque only, made payable to 'The Eden Academy Central Fund'
- Payments should be sent to 'The Eden Academy Central Fund, Finance Team, Bramble Close, Uxbridge UB8 3BF'