

Fees

- a) Course fees, unless otherwise stated, are fully inclusive of all tuition, materials, catering and computer usage.
- b) There are no additional costs for delegates attending a normal programme, and passing it in the normal way
- c) Course prices are based on a delegate completing the standard programme within the allotted times. Where a delegate is unable to do this (e.g. assignment resubmissions, etc) Supplementary Fees will apply.
- b) BA Works may occasionally, at its sole discretion, and in consideration of all of the circumstances, agree to waive all or part of the above fees, where it deems this to be equitable.
No such waiver will apply unless it has been confirmed in writing.

Payment

- a) The registration is not confirmed until full payment of course fees has been received.
- a) A reservation can normally be made for a limited time while you finalise payment arrangements.
- b) Full payment of course fees must be received prior to the commencement of the course.
- c) BA Works reserves the right to exclude delegates or withhold results from a course where course fees have not been settled in full.
- d) Interest at applicable bank rates, compounded monthly, will be charged on overdue accounts.

Presentation

- a) We reserve the right to make, without prior notification, changes to course structure and material.
- b) We reserve the right to cancel a course presentation where there is insufficient demand.

Supplementary fees

- a) All supplementary fees must be paid in advance of the respective service being rendered.

Transfer

- a) All transfers are subject to places being available on the future course.
No guarantees are made that space will be available.
- b) Transfers and transfer fees only apply where a delegate leaves his/her previous course in good standing, i.e. that their attendance and performance on the course has been good, all assignments up to the date of withdrawal have been submitted, and all course fees have been paid.
- c) Where a delegate withdraws from a course and is not in good standing, attendance to future courses requires payment of full course fees.

Withdrawal

- a) Cancellation without penalty must be received in writing no less than 20 working days before the course commencement date.
- b) Cancellation of a confirmed booking less than 20 working days before the start of a course will incur a cancellation fee of 25%.
- c) Substitution of one delegate for another is permissible and will not incur cancellation fees.
- d) No credit or refund of course fees will be given where a delegate with a confirmed booking fails to arrive for a course or withdraws from a course which has already started except in exceptional circumstances and at the sole discretion.