

MSC Training

Our Terms & Conditions



Invoicing & Payment

- On receipt of your Course Order Form and payment, **MSC Training** will issue a receipt for the total amount paid.
- We reserve the right to charge interest on any amounts which remain outstanding beyond their due date at the rate of 4% per annum above Barclays Bank Plc base rate from time to time.

Cancellations

- If you cancel your place more than 4 weeks before the course, we will refund the full amount displayed on your invoice minus an administrative charge of £50+VAT.
- If you cancel your place within 4 weeks of the course taking place, there will be no refund. However, if the course has been oversubscribed and the cancelled place can be filled by another participant from the waiting list, a full refund minus an administrative charge of £50+VAT may be given at our discretion.
- Cancellations will only be valid if made in writing using the same email address given in your Course Order Form and confirmed by **MSC Training**.
- If the course is cancelled by **MSC Training**, you will be offered a choice of a full refund or a re-booking on another course at no extra charge.

Changes to booking

- A change of delegate(s) from the same organisation can be made at any time at no charge. It is your responsibility to supply **MSC Training** with the new name and email address of the replacement delegate. **MSC Training** accepts no responsibility for any failure to inform the replacement delegate of any details relating to the course if you have not supplied us with their name and email address.
- If you wish to change your course date(s) to another date that has been published by **MSC Training**, there will be a charge of £50+VAT per delegate per day of training to make the change.

Hardware, Software & Course Data

- If your course specifies that you need to bring a laptop with a specified software package loaded, it will be your responsibility to ensure this is carried out. **MSC Training** accepts no responsibility for any failure of a laptop or software package.
- If the course requires you to load a file containing data to be used during the course, **MSC Training** will email you the requisite files at least two working days before the course. The file(s) will be emailed to the address given on your Course Order Form. **MSC Training** accepts no responsibility for any failure to monitor the email address supplied to us.

General

- You may not assign the Course Booking or the Course Order Form without our consent.
- **MSC Training** shall not be liable for the following loss or damage, whether direct or indirect, howsoever caused and whether or not foreseeable by the parties: economic loss including administrative and overhead costs, loss of profits, business, contracts, revenues, goodwill, production and anticipated savings of every description
- Subject to liabilities it cannot legally exclude or limit, **MSC Training's** total liability relating to the Course Booking, whether arising out of breach of contract, negligence or breach of statute, shall not exceed the total fees due to **MSC Training** under the Course Order Form.
- No party shall be liable to the other for any delay or non-performance of its obligations in relation to the Course Booking arising from any cause beyond its control including, without limitation, any of the following: act of God, governmental act, war, fire, flood, explosion or civil commotion.
- The Course Order Form and these Terms and Conditions can only be changed on the agreement of the parties.
- No term of the Course Order Form or the Terms and Conditions is intended to confer a benefit on, or to be enforceable by, any person who is not a party to the Course Order Form.
- The Course Order Form and these Terms and Conditions contain the whole agreement between the parties relating to the subject matter hereof and supersede all prior agreements, arrangements and understandings between the parties relating to that subject matter.
- The Course Order Form and these Terms and Conditions shall be governed by and construed in accordance with English law and each party hereby submits to the non-exclusive jurisdiction of the English courts.