

TERMS & CONDITIONS

BOOKING

To make a booking simply complete the Application Form and return to the following address: The Ministry of Parenting (CIC), Suite 6, Wellington House, 90-92 Butt Road, Colchester, Essex CO3 3DA. All booking forms must be signed by the trainee and their manager in order to be valid. Once the completed booking form has been received, email confirmation will be sent out to the trainee, with dates, times and venue details.

TRANSFER COST

Once a course has been booked any trainees transferring to a different date on the same course will incur an administration fee of £60.00.

SUBSTITUTING TRAINEES

If you wish to substitute a place to a different trainee then please notify The Ministry of Parenting (CIC) at least one week prior to the training start date.

CANCELLATIONS

Cancellations must be received in writing or via email to: info@theministryofparenting.com and must contain the full booking details, including organisation name, booking and trainee contact details and invoice number. Verbal cancellations must be submitted one month prior to the training start date in order for a full refund to be given. Failure to do this will mean that the full amount will still be outstanding and chargeable.

If a trainee fails to turn up on the day then the full amount will still be chargeable.

In exceptional circumstances, this fee may be waived at the discretion of the directors. In such circumstances, please write to the directors giving full details of why you were unable to attend, enclosing any supporting documentation e.g. doctor's note.

The Ministry of Parenting (CIC) reserves the right to cancel any training one month prior to the start date and is unable to accept responsibility for any costs incurred.

When training is cancelled due to circumstances beyond The Ministry of Parenting (CIC)'s control (e.g. snow) then a different date will be made available for training.

PAYMENT

Please check with your finance department regarding procedures for any payment of this course. If any details for this are incorrect, an administrative charge of £20.00 will be added to your fee.

Payment must be made four weeks prior to the training start date.

Payment can be made via BACS payment. Payment via BACS must go to:

ACCOUNT NAME:

The Ministry of Parenting (CIC)

BANK: NatWest

ACCOUNT NUMBER: 27859223

SORT CODE: 60-06-06

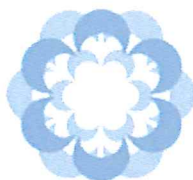
Please send a remittance advice note, or email to info@theministryofparenting.com and quote invoice number, date invoice paid and total amount, when making payment via BACS or cheque.

DATA PROTECTION

The Ministry of Parenting (CIC) will use the information provided on your booking form and any additional information you provide in the future for administering the training courses. The Ministry of Parenting (CIC) will not disclose this information to any other person or organisation, except in connection with the above purpose. All trainees are provided with a list of their co-trainee's names and organisations, but no further details are given out.

FURTHER INFORMATION

If you require any further information, please contact The Ministry of Parenting (CIC) via email at info@theministryofparenting.com



THE
MINISTRY OF
PARENTING

Suite 6, Wellington House, 90-92 Butt Road,
Colchester, Essex CO3 3DA

t: 01206 562626

e: info@theministryofparenting.com