



South East Psychology  
thinking things through

# Booking Terms & Conditions

## Payment

Course fees are due in full prior to the course taking place. Arrangement for payment after the course date must be made prior to the first day. In the event of late payment, we reserve the right not to accept future course bookings and to cancel the delegate's booking. If payment hasn't been received within a month of the due date on the invoice, we may refer the matter to the small claims court.

## Cancellation or Transfer

*All cancellations and transfers for courses must be requested in writing to:*

[admin@sepsychology.co.uk](mailto:admin@sepsychology.co.uk).

If you cancel the booking more than 21 days before the course date we will refund any fees paid if we are able to fill the place. If you cancel within 21 days we will not be able to refund your fees and any invoices must be paid. You may substitute a delegate with no charge but please contact us at least two days before the course start date if you wish to do this.

We reserve the right to cancel the course if the minimum number of delegates required for the course is not reached. In this case all fees will be refunded in full.

