

Training and Consultancy

Terms and conditions

This document outlines the terms and conditions of service for training sessions delivered by Ambitious about Autism.

Booking

- Places on training sessions are limited and we treat all bookings strictly in date–received order.
- We will send you an email confirmation of your booking within seven (7) working days of receiving your booking.
- Please note that your booking will not be guaranteed until we have received your payment.

Payment

- Payment must be received in full prior to the start of the training session.
- If you are booking less than 14 calendar days prior to the training session, payment can only be made online, by credit card or by cheque as applicable.

Cancellation

- All cancellations must be made in writing and will incur a minimum £15 administration charge, to be deducted from any refund.
- If fewer than 21 calendar days' notice of cancellation is provided ahead of the training session, the full fee will be charged.
- Places on training sessions can be transferred to an alternative participant or an alternative scheduled training date at no extra cost.

Please inform Ambitious about Autism of the new participant's name and contact details.

- Ambitious about Autism reserves the right to cancel a training session at any time and without liability. A full refund will be provided.
- Ambitious about Autism is not responsible for reimbursing travel or accommodation costs incurred in attending our training sessions.

Please ensure all your travel and hotel bookings are refundable.

Data protection

- Any personal information you provide to Ambitious about Autism will only be made available to relevant employees at Ambitious about Autism. This information will only be used in ways that directly relate to the running and maintenance of Ambitious about Autism.
- We will not share your data with any third party without your consent.

Further information

For more information about our terms and conditions of training, please contact the Training and Consultancy team at Ambitious about Autism via training@ambitiousaboutautism.org.uk.

Date last revised: 30 October 2017