

Terms & Conditions of Business – In-House Courses

Dates:	By arrangement.
Fees:	£1,300 per day plus VAT for up to eight learners. Extra learners are charged at £150 each per day to a maximum of twelve. Where applicable, examinations are charged at £75 per candidate.
Expenses:	Expenses for UK courses are charged at cost. Expenses for courses outside mainland UK are charged by agreement.
Course Materials:	A course manual and any additional course material will be supplied free of charge for each learner.
Course Numbers:	Numbers attending each course should be notified at least one week before the course.
Course Facilities:	Room large enough to seat learners comfortably in a U shape and preferably with natural light. There should be a projector and screen, a whiteboard or flipchart, a top table for the instructor and an additional table for handouts and materials.
Syndicate Rooms:	One, if more than four learners. For groups exceeding eight a further room will be required.
Refreshments:	By arrangement.
Payment:	An invoice will be submitted on completion of the course unless otherwise agreed. Payment terms are 30 days. We reserve the right to charge interest for late payment.
Cancellation by Client:	Four weeks prior to the start date – no charge; between two and four weeks – 50% of the tuition fee; less than two weeks – 100%. Any expenses already incurred, or that cannot be avoided, will be invoiced at cost.
Postponement by Client:	Postponements will be accepted up to seven days before the start date of the course provided that the revised start date is within the following two months.
Postponement by Stehle Associates:	We undertake to provide the course agreed with the client at the scheduled time. Should accident or illness prevent us from doing so we will do our utmost to re-schedule the course to meet the client's requirements. We do not accept responsibility under these circumstances for any loss of any sort that the client may incur. The 'Cancellation by Client' clause will not apply in this situation.