

Terms & Conditions of Business – Public Courses

- Dates:** From public schedule.
- Fees:** From public schedule.
- Course Materials:** A course manual and any additional course material will be supplied free of charge for each learner.
- Substitutions:** Substitution of learners may be made at any time.
- Payment:** An invoice will be submitted on completion of the course unless otherwise agreed.
Payment terms are strictly 30 days from the date of the invoice.
We reserve the right to charge interest for late payment.
- Cancellation by Client:** Four weeks or more 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:** Postponement to a later course may be made at any time without charge but only one such postponement per learner is allowed. Any subsequent postponement for the same learner will be treated as a cancellation and the 'Cancellation by Client' clause will apply.
- 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.