

direct training services

Terms and Conditions

I understand that the above booking is subject to agreement with the following terms and conditions:

Training Courses

direct training services (dts) reserves the right to make changes or improvements to its training courses at any time without notice.

Cancellation

In the event of a cancellation where an alternative cannot be provided, we will refund in full any payment received in respect of that course.

Booking Confirmation

Bookings may be made by phone, fax or online. Online bookings will be confirmed by email the next working day.

Cheques should be made payable to direct training services ltd.

Should you have any queries surrounding a booking please call us on 0845 803 7745.

Enrolment Instructions

On receipt of payment we will issue a location map, public transport information, venue details and course timings.

Price

Courses will be charged at the price shown on the website at the time of booking. We reserve the right to change course fees without notice. Training courses include tuition, morning coffee, lunch, afternoon tea and handouts and relevant documents.

Cancellations

If you need to cancel your booking please call 0845 803 7745. Cancellation charges are:

1 - 14 days before a course = 50% of the course fee.

Transfers

If you need to transfer your booking please call 0845 803 7745. When you transfer to another course within 1 - 14 days you will be charged the cancellation fee plus the cost of the new course.

Any other form of non-attendance which does not meet these transfer requirements is considered a cancellation and cancellation charges will be incurred.

**direct training services ltd
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