

# EQUAL WOMEN

## SESSION TERMS & CONDITIONS

Registration for services on this website constitutes a legally binding agreement.

If you have not received confirmation of your registration 48 hours prior to the course, please contact us at [admin@equalwomen.co.uk](mailto:admin@equalwomen.co.uk). We cannot be held responsible for the non-arrival of information.

### Payment

We accept payment through our online booking system by credit or debit card. If this is not possible, please contact us at [admin@equalwomen.co.uk](mailto:admin@equalwomen.co.uk) to discuss the possibility of an invoice. If an invoice is agreed, we require payment at least 48 hours prior to the start of the course.

### Cancellations

We will do our best to ensure that the course goes ahead, but we reserve the right to cancel at any time. If we do so (other than for reasons outside of our control), we will refund your event fee in full but will have no further liabilities to you. In particular, we will not meet the costs of any pre-booked accommodation or travel where incurred.

However, where we are forced to cancel the event as a result of events arising which are outside of our control, we will have no obligation to offer a refund of your event fee. If you wish to cancel your attendance at the event you must do so via email to [admin@wlne.org](mailto:admin@wlne.org) explaining the reasons for cancellation.

### Cancellation policy

If you cancel your booking, WLN shall refund to you the course fee on the following basis:

- (1) If the notice of cancellation is received more than 5 working days prior to the course starting, we will refund 100% of the course fee;
- (2) If the notice of cancellation is received within 5 working days of the course starting, no refund is available (i.e. 100% cancellation charge).

### Substitutions

Substitutions of delegates may be accepted before the event and provided that the proposed substituted delegate is from the same organisation as the original delegate and for the same course, if this is still applicable to the course being offered. In order to substitute a delegate, please make the new delegate booking online and email with all details of the delegate to be cancelled in order for the substitution to be processed.

Substitutions can only be made up to 72 hours prior to the course starting.

## **Personal Data**

Through entering your email address into our booking system, we will use this to send receipts and notifications re the course. Your email will be shared with the course facilitator for further course notifications.

With your agreement, we would like to send you details via email about events, courses and WLN news and updates which we feel would be of interest to you. By ticking the "Sign Up" box on the booking page you agree for us to contact you.

## **Access Arrangements**

It is the individual's responsibility to notify the organisers a minimum of 48 hours in advance of the start of the course of any access arrangements required.

## **Catering (if applicable)**

Where catering is offered it is the individual's responsibility to notify the event organisers 7 days in advance of the course if they have any dietary requirements or allergies, which will be passed to caterers.