



## Terms and Conditions

### 1. Registration and billing for open workshops:

- All workshops are subject to availability
- Registration is required for all open workshops
- Prices quoted are exclusive of VAT at the current rate at the time of booking and are subject to alteration should the VAT rate change.
- Full prepayment is required a minimum of 14 days prior to all workshops
- Should payment not be made for any workshop within 14 working days prior to the workshop we remain the right to cancel your place
- When registration is made within 14 days of the workshop date full prepayment is required at the time of booking
- On the day of the workshop attendees should join the meeting using Zoom Video Conferencing platform. A link will be emailed in advance to the individual attendees
- All participants must be registered and pre-booked with Age Scotland

#### **Content:**

- Specific workshop content and joining instructions will be sent to attendee no later than two weeks prior to the workshop
- Should you book within 2 weeks of the workshop the above will be sent at the time of booking.
- If unavoidable Age Scotland Workshops reserves the right to change speakers and content at short notice

### 2. Cancellations:

- Cancellations by attendees must be provided in writing by mail or email. Cancellation shall be effective, final and binding on the Cancellation Date. Any notice of cancellation received out of the hours of 9.00am and 5.00pm shall be deemed made on the next Working Day.
- The following cancellation fees will apply:

Cancellation Notice (Working Days)	Cancellation Fee
Over 30 days	0%
14 – 30 days	50%
< 14 days	100%

- Age Scotland Inclusive Workplaces reserves the right in unusual circumstances or in case of under subscription to cancel or re- arrange events. In this case an alternative date will be offered or a full refund given.
- If a registered attendee does not show up on the day/s the full workshop cost will be charged.
- Refunds or discounts will not be made for an attendee arriving late or leaving early.

**Please retain a copy of these terms and conditions for your reference**