



## Terms & Conditions

1. Course enrolment will only take place once the correct fees are paid.
2. Full payment must accompany the booking form - we do not accept provisional bookings and places will only be confirmed once payment is received.
3. Bookings will only be accepted on this Course Booking Form or the Online Booking Form, which the student has signed the declaration below, or ticked the relevant box.
4. Cancellations of confirmed places are accepted up to ten working days prior to the start of the course. An administration fee of £25.00 plus the full cost of the study materials supplied will be deducted and the remainder of the course fee refunded to the payee.
5. If a confirmed course booking is cancelled during the ten working days prior to the start of the course, or at any time after the start of the course, no refund or transfer of the course fees will be made.
6. Transfers of a confirmed booking either to another course or applicant can be made up to ten working days before the course start date on payment of a £25.00 admin fee plus the cost of any additional study materials which may be applicable. This is valid from one calendar year of the original booking.
7. Examination dates are fixed to the course onto which you book and any transfer to an alternative date will incur an administration fee of £25.00. All transfer requests must be made in writing or by email at least ten working days before the original examination date.
8. Course fees will be refunded in full if The Pipe of Port Wine Academy changes a course date or cancels if enrolments do not reach the required minimum numbers – notification will be made in the ten working days prior to the planned start date of the course.
9. Failure to attend booked examinations will result in the student being liable to subsequent examination fees. Re-sit examinations are not included in the fee.
10. Students requiring special examination conditions must submit their request before starting the course. Such requests must be supported by a doctor's certificate or similar document.