

Professional Courses Terms and Conditions



Please note that the following terms and conditions apply to all fee-paying events.

Cancellations – Professional Courses Events

1. All cancellations should be notified in writing. For Professional Courses corporate sector events*, all cancellations are subject to a £50 administration fee. For all other Professional Courses events, cancellations notified at least 10 working days before the date of the course will be refunded in full. This does not apply to discounted bookings. Please see section 4 for specific details.
2. It is not possible to refund fees for cancellations notified less than 10 working days before the date of the course; a colleague may, however, be substituted. This should also be notified in writing.
3. No refunds will be given for cancellations of bookings made less than 10 working days before the date of the course. Payment in full will still be due.
4. The following cancellation rules apply to discounted bookings:
 - a) where three courses have been booked at the discounted rate and attendance at one is subsequently cancelled, the remaining two courses will be charged at the two-course package booking rate.
 - b) where two courses have been booked at a discounted rate and attendance at one is subsequently cancelled, the remaining course will be charged at the usual individual course booking rate.
 - c) where a complete Practitioners' Seminar Group series has been booked and attendance at one of the seminars in the series is subsequently cancelled, no monies will be refunded.
 - d) no refunds are available for flexible tickets.

5. If we cancel an event, our liability shall be limited to a refund of any course fees paid. In order to keep costs – and thus fees – to a minimum, we reserve the right to cancel or reschedule courses without prior notice and to amend or alter published programmes, fees, venues and lecturers.

Cancellations – Other

6. For cancellation details of courses run by ACT, CIMA Mastercourses, ICSA Training, IIA, PASS Training and SII, please visit the relevant websites (see below).

Transfers – Professional Courses events

7. Bookings for Professional Courses events can be transferred to another course in the current schedule (to December 2009) providing subsequent courses are not already fully booked.** ***

Transfers – Other

8. For transfer details for courses run by ACT, CIMA Mastercourses, ICSA Training, IIA, PASS Training and SII please visit the relevant websites (see below).

Joining Instructions

9. Joining instructions are usually dispatched seven working days before the event. If you have not received your joining instructions three days before the event please contact course bookings. ACCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under these circumstances.

Course Provider Website Details

ACT

www.treasurers.org

CIMA

www.cimamastercourses.com

ICSA

www.icsatraining.co.uk

IIA

www.iaa.org.uk

PASS Training

www.pass.co.uk

SII

www.sii.org.uk

* Professional Courses corporate sector events are as follows:

- In-Depth courses
- Corporate Accountants' Updating Programme
- Corporate Accountants' CPD Conferences
- Residential Updates for Accountants
- Management and Personal Development Training.

** Notification of transfers for Professional Courses corporate sector events should be given in writing at least 10 working days before the start of the course originally booked. An administration fee of £50 will be charged for all transfers.

*** Notification of transfers for Professional Courses practitioners' events should be given in writing at least five working days before the start of the event, otherwise a transfer administration fee of £15 will be charged.