

BOOKING TERMS & CONDITIONS FOR THE EXECUTIVE DEVELOPMENT CENTRE

By booking a place on a short course at the Lincoln International Business School Executive Development Centre, University of Lincoln, you agree to the following terms and conditions:

PRE-REQUISITES

By completing the online booking form, you are confirming that you have read any pre-requisites for the event and that the delegate(s) meet the minimum requirements

PROVISIONAL BOOKINGS

All event bookings will be treated as provisional until the online booking form and payment details are received by the Executive Development Centre

Provisional event bookings will be reserved for a maximum of five working days

Provisional event bookings may be released automatically if your online booking form is not received within five working days

PAYMENT BY DEBIT/CREDIT CARD

You may pay by debit or credit card at the time of booking via our online store.

TRANSFERRING COURSES

Transfer requests must be notified in writing as follows:

- At least 6 weeks prior to the course - Free of charge
- At least 3 weeks prior to the course - 75% refund and full charge for new course.
- 10 days prior to the course - 50% refund and full charge for new course.

Once you have booked a course, a course transfer can only be made once. If there is no alternative course available then the following cancellation charges will occur subject to the discretion of the Executive Development Centre Manager.

Please note the term 'days' refers to working days only.

CANCELLATIONS

Cancellations must be notified in writing as follows:

- At least 6 weeks prior to event - Full refund
- At least 3 weeks prior to event - 50% refund
- 10 days prior to event - No refund

Please note the term 'days' refers to working days only.

REFUND POLICY FOR DIGITAL PRODUCTS

Digital products do not fall within the 7 day 'cooling off' period required by UK Law.

If you change your mind after purchase, you are not entitled to a refund.

We look at all cases on an individual basis – please email LIBS_Exec@lincoln.ac.uk and we will reply to you within 48 working hours after consulting the supplier of our online learning products.

CANCELLATIONS BY THE EXECUTIVE DEVELOPMENT CENTRE

The Executive Development Centre reserves the right to cancel the course if less than 6 delegates have been recruited by 14 days before the commencement of the course

If this occurs you would have the option to be booked onto the next course, use the funds towards another of our courses, or have a full refund.

We would advise that you book any non-refundable travel or accommodation two weeks prior to the course (after we send out the full joining instructions).

LIABILITY

The University of Lincoln and the Lincolnshire Leadership and Management Centre shall not be responsible for any loss or damage to any person or property for any loss, damage or injury which may be incurred by or done or happen to any person or persons from any cause whatsoever, except where the University is found to be legally liable.

FORCE MAJEURE

You agree that The University of Lincoln and the Lincolnshire Leadership and Management Centre shall not be liable for any and all losses, (including loss of data) damages, costs, claims and other liabilities which arise as a result of any delay or interruption in, or any non-delivery, or missed delivery or failure of the Equipment and/or Services due to circumstances beyond our or any of our suppliers' reasonable control (including, but not limited to, fire, lightning, explosion, war, disorder, flood, industrial dispute, sabotage, weather conditions or acts of local or central Government or other competent authorities).

SHARING OF INFORMATION

The Executive Development Centre is contractually obliged to share data about businesses that engage with its services for reporting purposes within the University of Lincoln and to Lincolnshire County Council.

Your information will also be shared with Lincolnshire Growth Hub who can offer further business support. Please notify us if you do not wish your information to be shared with the Growth Hub.