

Extratax Training Limited - Terms & Conditions

The Terms and Conditions set out below constitute the legal agreement between you and Extratax Training Limited relating to the provision of training courses. Your booking directly with Extratax Training Limited constitutes your unconditional acceptance to these Terms and Conditions.

Acceptance of booking and invoicing

Extratax Training Limited has the right to reject any booking.

Upon booking you will receive an automatic email confirming we have received your booking request. All bookings are subject to availability.

A booking is confirmed when Extratax Training Limited issues an invoice in respect of the booking. If you opt to pay via invoice you will receive an order acknowledgment email, followed by a second email containing the invoices for payment. You will receive an invoice for each course date you book and the fee to attend must be paid in full before the date of each course.

If you opt to pay by card you will be taken to our secure payment gateway where you will be required to pay the entire value of the order. Upon completion of your payment, you will be returned to our website and will receive emails confirming your order and an invoice marked as paid in full.

Course fee & Payment Terms

The fee to attend a course must be paid in full before the date of the course.

Extratax Training Limited has the right to refuse an attendee entry to the presentation if the course fee is not paid before the date of the course.

Cancellations & Transfers

The customer must advise Extratax Training Limited of a cancellation in writing at least 21 days prior to the date of the course in order to obtain a full refund.

If a customer cancels a booking between 7 and 21 calendar days before the date of the course, 30% of the course fee will still be payable.

If a customer cancels a booking less than 7 calendar days before the date of the course, 100% of the course fee will be payable.

If a delegate can no longer attend a course date, they can nominate another person to attend the same course date in their place. This will incur no charge.

If a delegate can no longer attend, the course fee already paid can be used as credit against a booking for any course if they advise us 2 calendar days or more before the course date.

If a delegate can no longer attend and they advise us less than 2 calendar days before the course date, 100% of the course fee will be payable.

If a customer does not advise of a cancellation in writing before the date of the course presentation, then the full course fee will be payable.

Cancelled courses

Extratax Training Limited has the right to cancel a course presentation after acceptance of nominations. In this event Extratax Training Limited will reimburse in full any course fees paid and Extratax Training Limited liability will be limited to the value of the course fees paid.

Cancellations to In-House Training

If the client chooses to cancel an in-house course less than **14** calendar days before the course date (the first course if a programme of training) - **50%** of the agreed course fee is due, plus any non-refundable expenses or development costs already incurred by Extratax Training Limited.

If the client chooses to cancel an in-house course between 14 and 30 calendar days before the course date (the first course if a programme of training) - **25%** of the agreed course fee is due, plus any non-refundable expenses or development costs already incurred by Extratax Training Limited.

If the client chooses to cancel an in-house course **more than 30** calendar days before the course date (the first course if a programme of training) - any non-refundable expenses or development costs already incurred by Extratax Training Limited are due.

Course Material

All course material is copyright of Extratax Training Limited and should not be reproduced without the prior written consent of Extratax Training Limited. Neither the course material nor any verbal statements made during the training constitute the provision of tax advice and Extratax Training Limited accepts no liability for reliance placed on any materials, statements or representations made in the course of the training.

Personal data

Any personal data supplied by the customer can be processed by Extratax Training Limited on the legal bases and for the purposes set out in the Privacy Policy, which is freely available at www.extrataxtraining.com.