

Extratax Training Limited

Terms & Conditions of Booking & Use

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

Terms & Conditions of Booking – Face to Face Training

Acceptance of Booking and Invoicing

Extratax Training Limited has the right to reject any order or booking.

Upon booking a training course, 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. The course fee to attend must be paid in full before the date of each course.

Course Fee & Payment Terms

The fee to attend a course must be paid in full before the date of the course. The delegate and firm and/or organisation placing the booking shall be jointly and severally liable for payment of the course fee.

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

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

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

If you cancel 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 you advise us in writing 2 calendar days or more before the course date.

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

If you do 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.

Terms & Conditions of Booking – Online Training

Acceptance of Booking and Invoicing

Extratax Training Limited has the right to reject any booking.

Upon booking online 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.

Course Fee & Payment Terms

The fee to attend an online training course must be paid in full on enrolment, unless agreed otherwise in advance. Extratax Training Ltd may, at its full discretion, offer to accept payment by instalments or make invoicing and payment arrangements with a delegate's employer.

The following payment terms apply where Extratax Training Limited agrees to invoice an employer on your behalf:

- a) Full payment is due within 30 days of the date of the invoice.
- b) Payment is due on receipt of the invoice if the booking is made less than 30 days before the course start date.
- c) The employer is liable for all unpaid invoices.

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

Cancellations & Deferrals

You must advise Extratax Training Limited of a cancellation in writing at least 45 days prior to the start date of an online course in order to obtain a full refund.

If you cancel a booking between 28 and 45 calendar days before the start date, 30% of the course fee will still be payable. You will be required to return, at your own cost and in their original condition,

any materials delivered to you prior to cancellation. If you fail to return the materials or they show signs of use, you will be charged in full for the cost of the materials in addition to 30% of the course fee.

If you cancel a booking less than 28 calendar days before the start date, 100% of the course fee will be payable.

If you do not advise of a cancellation in writing before the start date, then the full course fee will be payable.

If the invoice for a course fee was paid directly by your employer, the employer can nominate another employee to attend the same online course in your place. This will incur no charge.

In respect of online ADIT training, fees are payable in respect of the specific ADIT module and examination sitting booked. If you wish to defer your examination attempt to a later examination sitting of the same module, Extratax Training Limited will permit you to defer the remaining elements of your ADIT course under the following conditions:

- a) This is the first deferral of this specific ADIT module;
- b) You notify us in writing prior to 1 May immediately preceding the examination sitting booked (if your current exam sitting is June) or 1 November immediately preceding the examination sitting booked (if your current exam sitting is December);
- c) You pay us a fee of £50 per module being deferred to cover administration costs; and
- d) All invoices issued in respect of the module being deferred have already been paid in full.

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's liability will be limited to the value of the course fees paid.

Online Delivery

Due to its inherent nature you acknowledge that Extratax Training Ltd is not liable or responsible for and delay, disruption or disturbance in the operation of the internet.

Course Material & Copyright

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.

You warrant that you shall only use the training products and materials for your own educational purposes and shall not, without the prior written consent of Extratax Training Limited, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate products or materials (or any part of them) to any person other than in accordance with these Terms and Conditions. You will fully indemnify Extratax Training Limited in respect of any infringement of any intellectual property rights arising as a result of the use of products or materials in breach of these Terms and Conditions.

If Extratax Training Limited suspects that you are in breach of these Terms and Conditions, it may restrict or suspend your access to training courses and materials while it investigates. If you are found to have breached these Terms and Conditions, you will immediately lose access to all courses and materials and will forfeit any course fee paid.

Disclaimer

Course materials are prepared solely for training purposes and are not a substitute for professional advice. Extratax Training Limited will not accept responsibility for loss howsoever occasioned to any person arising from any reliance; including reliance on any content for the purposes of giving advice to third parties.

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.

Last updated: 11th July 2020