



**JSB Public Courses are part of Bond Solon Training Ltd, a division of Wilmington plc, one of the UKs largest training providers.**

## **JSB PUBLIC COURSE TERMS AND CONDITIONS**

### **Payment**

Unless otherwise expressly agreed by Bond Solon, payment either by cheque, BACS or credit card must be received within 14 days from the date of invoice, or five days before the event to which this invoice relates, whichever is earlier. Please make cheques payable to Bond Solon Training. It is the policy of the company to recover all debts and associated court costs and legal fees incurred in so doing. We reserve the right to charge interest at 3% over bank base rate on overdue invoices.

### **Joining Instructions**

An event programme, details of the venue and map will be sent to each participant with joining instructions approximately three weeks before the event.

### **Cancellations and refunds**

Cancellations/refund requests must be made in writing

The following charges apply if you cancel:

- 29+ days before an event = 20% of the event fee.
- 15-28 days before an event = 50% of the event fee.
- 1-14 days before an event = 100% of the event fee.

### **Delegate substitution**

If you would like to make a substitution, please call us on 0207 549 2549 and we will be happy to help you. Substitutions can be made at any time without incurring a penalty.

### **Transfers**

- Transfers made 15+ days prior to an event will be charged at 20% of the event fee.
- Transfers made 1-14 days prior to an event will be charged at 50% of the event fee.
- The transfer option only applies to delegates who are transferring to a different date for the same event.
- Delegates must specify their choice of transfer date at the time of transfer.
- The option to transfer can only be used once, after which non-attendance will be treated as a cancellation and all outstanding invoices will be due.
- The original event invoice must be paid in full prior to a transfer invoice being issued.

Bond Solon reserves the right to cancel events, change venues (within the same city) and substitute speakers at its discretion. Where JSB public events are cancelled by Bond Solon, delegates will receive a full refund for course fees paid, if alternative dates offered are not acceptable.

Views expressed by trainers are their own. Bond Solon disclaims liability for advice given or views expressed by any trainer or in any notes or documents provided to participants.

Bond Solon will never release your personal details to any company or organisation outside Bond Solon for mailing or marketing purposes without your express consent. We would like to send you, from time to time, details about other Bond Solon services, which we hope will interest you. If at any time you do not wish to receive such information, please write to us so that we can amend our records accordingly.

### Bank details

- Payments by BACS to Sort Code 20-20-70 (Barclays Bank PLC, One Churchill Place, London, E14 5HP), Account Name: Bond Solon Training Ltd, Account Number: 63867870.
- Cheques payable to Bond Solon Training Ltd and send to Accounts Receivable, Beechwood House, 2-3 Commercial Way, Christy Close, Southfields, Basildon, Essex SS15 6EF, United Kingdom
- Swift Code: BARCGB22 • IBAN: GB03 BARC 2020 7063 8678 70
- Major credit and debit cards are accepted. Please quote your invoice number on payment. Bond Solon does not accept AMEX.
- Payment terms are stated on your invoice
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