

SALC Training Schedule Terms & Conditions

Training courses, lectures, presentations and briefing sessions will run throughout the year. Please take a moment to read our terms before making course bookings.

Somerset Association of Local Councils training course terms:

- Places must be booked by the Clerk and will be confirmed by email when an email has been sent to training@somerset-alc.org.uk
- Places are limited, and in order that we can keep our member's course fees as low as possible, all course fees are non-refundable and are due within 1 month of the date of the invoice.
- Once a booking has been made it cannot be cancelled. We do not run a 'provisional' booking system. All bookings will be charged for.
- An invoice will be sent by email to the Clerk within one month of the training event taking place.
- All course notes, booking confirmations and invoices will be sent to the Clerk's email address.
- We understand that sometimes misfortune can strike, which means you can't make your booking. We are happy for you to transfer your place to another person and, provided we are given adequate notice, we will do all we can to assist.
 - **Inhouse Events:** In instances of illness or other catastrophe we can agree to offer a free space on another SALC inhouse course within the same financial year.
 - **External Events:** Bookings for external training events will be charged for at full price in all circumstances, SALC has significant overheads to cover for such events and spaces are limited. It is unlikely that we will be able to offer an alternative date if the event is missed.
- Promotional free spaces on courses are not transferable to another course but can be used by another person at the event for which they were allocated.
- Should a course be full or oversubscribed we reserve the right to charge for otherwise free places should a delegate fail to attend.
- In the event that SALC have to cancel a course we will notify the Clerk by email or telephone and will re-schedule as soon as possible. If you are unable to attend the new course date, we will reimburse any fee paid.
- Please ensure you have received an email confirmation of your booking before attending a course. For courses with limited places those who have not pre-booked will not be admitted.

Thank you.