

Our terms: *Training Events*

Course booking

By phone

You can book a place on a 'makesense' course by phoning us at 0115 8498947 or 01636 892101. You will need to provide the following information: delegate's name; profession; postal address; contact telephone number and an address to send an invoice to. Confirmation of your booking and an invoice will be posted within 5 working days

By post

When we receive your completed booking form we will confirm your place by post within 5 working days. Please indicate on the booking form whether you require a receipt (in the case of payment accompanying the booking form), or an invoice.

Places on 'makesense' courses are usually limited to 30 delegates, and your place cannot be guaranteed until you receive formal confirmation of your place. Once your booking onto a course is confirmed, our cancellation policy applies. Joining instructions with directions to the venue and timings will be sent to you at least 10 days before the event.

Payment

Places on all our courses cost £120 for the first delegate and £80 for any additional delegates from the same workplace. This offer only applies to delegates attending the same course on the same date. The delegate fee includes lunch and refreshments during the day, and a booklet covering course content.

Cancellation

Cancellations made less than 14 days before the course will not be eligible for a refund and charged the full course fee

If cancellations are made more than 14 days before the course, we will refund the course fee less £20 to cover our administration costs

Transferring to a different 'makesense' course or sending another delegate in your place will incur no charges.

In the unlikely event that 'makesense' has to cancel a course, we will give you as much notice as possible and offer you a place on another course or refund the fee. However, 'makesense' cannot be responsible for re-imbursing travel, accommodation or supply cover costs.

Data Protection

Data Protection Act March 2000. When we receive your completed booking form we will enter your details onto a database so that we can process your application.

We may use this information to contact you to let you know about other 'makesense' courses you may be interested in. We do not pass your information to any other company.

If you do **not** want to receive updates from 'makesense' please tick this box