



## Terms and Conditions

### **Bookings**

Prohms will provide organisations/candidates with registration forms when issuing the booking form which must be fully completed and returned ASAP to enable candidates to be registered to the qualification by the awarding body.

Return of the registration form to Prohms will be taken as confirmation terms & conditions have been accepted.

### **Payment Instructions**

Payment is required on return of the booking form that can be made by:-

|             |                            |
|-------------|----------------------------|
| Credit Card | Ring Julie on 01484 427955 |
| BACS        | Account No. 32690365       |
|             | Sort Code 40 - 25 - 10     |

### **Cancellation**

In the event that the organisation/candidate cancels any booking, they will be liable to pay the following charges of the total booking value:-

| <b>Notice Period</b>     | <b>Cancellation Charge</b> |
|--------------------------|----------------------------|
| More than 21 days before | 25%                        |
| Between 21 – 14 days     | 50%                        |
| Between 13 – 7 days      | 75%                        |
| Less than 7 days         | 100%                       |

Prohms may cancel any booking as minimum numbers are required to run training events serving 2 weeks' notice in writing to the organisation/candidate. Prohms shall not incur any liability to the organisation/candidate or be required to pay compensation for any loss sustained as a result of the cancellation, other than for the return of any monies paid. Prohms also reserves the right to cancel any booking without notice due to reasons beyond its control.

### **Changes to Terms and Conditions**

Prohms reserves the right to make changes to these terms and conditions and notice will be given to the organisation/candidate as far in advance as possible.

**PROHMS Head Office:** - St Thomas Road, Huddersfield, West Yorkshire, HD1 3LG

**Telephone:** 01484 427955, **Fax:** 01226 698360, **Email:** hello@prohms.com