

**HEC GLOBAL LEARNING CENTRE
&
SCHOOLS LIBRARY SERVICES**

Terms & Conditions

We are a small organisation passionate about delivering inspiring INSET for teachers. The courses we run rely heavily on meeting a target number of attendees that render them financially viable, and last-minute cancellations do incur charges on us. As such, we run our courses with the following terms and conditions:

In the event of cancellation:

- There is no charge if you cancel your place on a course within 28 days of the course.
- Cancellation 14 days before will incur a 50% fee.
- The full delegate's fee will be payable by you if cancellation is less than 14 days before.
- If a participant fails to attend the course the full fee will be charged.

If HEC, for reasons unconnected to any cancellation by you, has to cancel the course, we will refund your full fee.

All cancellations must be done via email.