

## Workshops & Training

### Registrations & Payment

- All places must be booked by sending a completed and signed registration form or submitting an online booking form. For electronically submitted forms, we will accept electronic signatures.
- Payment must be made at the time of registration. Card details provided on the registration form will be used for this purpose, or cheques may be sent to InterHealth. For account holders with InterHealth, an invoice will be issued at the date of registration.

### Confirmation

- Places will be confirmed via email.
- InterHealth will aim to send an email reminder 3 working days before the date of the course, with details of the workshop schedule, times and directions.

### Cancellations

- We require at least 10 clear working days notice to cancel a place booked. The full fee will be due for confirmed places cancelled with less than 10 clear working days notice. You may substitute a colleague to attend in your place rather than forfeit the full fee.
- Cancellation will only be effective if it is in writing; either by email or letter.
- Where no notice is given, a 100% cancellation charge will be made.
- InterHealth reserves the right to cancel or reschedule a course and will make every effort to transfer delegates to an alternative course or refund payment in full.
- All cancellation charges are subject to VAT.

### VAT

- All course fees are subject to VAT at the current rate.

July 2010