

Write to Win Ltd



Terms of Business for Training

These terms and conditions form the basis of any agreement to provide training services by Write to Win Ltd, who reserve the right to amend these Terms and Conditions at any time

Bookings

Initial bookings can be made in writing (by post or email) or by telephone but must be confirmed in writing. The location of the training will be agreed at the time of booking. Any change to the intended location must be agreed by both the Client and Write to Win Ltd and may incur an additional charge. The training will be scheduled for a date convenient to both the Client and Write to Win Ltd.

Suitability of Course Content

Write to Win Ltd will provide an outline of the proposed course content to the Client at the time of booking. The Client is responsible for notifying Write to Win Ltd of any changes required to the proposed content, which may incur additional cost. The Client is responsible for ensuring all delegates have the prior level of knowledge or experience specified by Write to Win Ltd.

Training Fee

Training requirements will be confirmed and the charge agreed at the time the training is booked. Training resources and expenses will be agreed when the training is confirmed. Any changes will incur additional cost.

Payment

Payment for private courses must be made within 30 days of the start of the course. In the event of later payment, Write to Win reserve the right to charge interest on all outstanding amounts. The interest charged is 2.5% per month or part month.

Course Cancellation

Course cancellations must be made 14 days prior to the date of the course, otherwise the full course fee is due immediately. We will not charge to re-schedule a private course, except for any expenses already incurred.

If due to circumstances beyond Aims and Objective's control, we are unable to run a course, we reserve the right to cancel the course without liability. In these circumstances, delegates will be offered an alternative date.

Further discounts available if you book more than one course at the same time. Contact us for details.

For a list of current courses - call us now!

Write to Win Ltd

Changes to course content

We constantly update and improve our courses and reserve the right to alter any of the courses' content. However changes will only be made to improve the course.

Confidentiality

All information supplied by either party to the other will be treated in strictest confidence.

Intellectual Property Rights

Copyright and all Intellectual Property Rights for all Course Materials shall remain the property of Write to Win. The Customer agrees not to reproduce, sell, hire or copy Course Materials (in whole or in part) and not to use such materials except for the purposes of post course reference.

Circumstances beyond Control

Neither the Client nor Write to Win Ltd shall be held responsible for circumstances beyond their reasonable control. These include, but are not limited to:

- Fire, theft and vandalism
- The effects of industrial action and serious accidents or incidents
- Power failures
- Serious illness or accidents involving key personnel
- Computer viruses and similar malicious software

This does not absolve either Write to Win Ltd or the Client from the responsibility of taking reasonable steps to minimise disruption should an incident such as those listed above occur.



'The structure of the course was very good. The course exceeded my expectations and was very enjoyable.'

MC

'The course really helped me understand the process of structuring a funding bid.'

RH

CSWP Ltd