



Terms and Conditions

1. Course Booking Service

1. Use of the Course Booking Service is subject to acceptance of the overall terms for the use of Cambridge's website and these specific terms and conditions and by using this Course Booking Service you confirm that you have read and accept all such terms and conditions.
2. A course is defined as a training programme specific to a qualification or topic. An event may include several courses.

2. Bookings

1. Bookings must be made before the booking closing date of the course and will only be guaranteed if made once you received official confirmation from Cambridge. We will do everything possible to accept bookings at short notice but you should contact our Customer Services team via info@cambridgeinternational.org if you need to make a late booking.
2. All bookings are processed on a first come, first served basis.
3. Participants can book more than one course at a time through the Course Booking Service, but should not book for courses that run at the same time.
4. If you have moved Cambridge Centre or your personal details have changed, it is responsibility if the booker to update their personal details on the online booking system. Cambridge will not be liable for any losses or liabilities arising from your failure to do so.
5. A booking acknowledgement will be e-mailed to you to confirm we have received your online booking.

3. Payment of delegate fees

1. Cambridge will raise an invoice to your registered Cambridge Centre once the course has begun if this is your selected method of payment. Reservation for a place on a course makes your registered Cambridge Centre responsible for making the appropriate payment(s).
 - a. For conferences, Cambridge will raise an invoice to your registered Cambridge Centre within 1 month of the final conference day.
2. If you have booked on an in-country course and you are not linked to a registered Cambridge Centre you will need to pay by credit or debit card, prior to attending the course. Please note some banks or card providers may apply additional transaction fees when opting to pay via credit or debit card. Delegates are advised to check with their individual bank or card provider before booking if additional charges will be applied.
3. All training courses requiring payment by invoice are required to be authorised by their Cambridge Coordinator.
4. Authorisation will be sought from the relevant Cambridge Associate (e.g. British Council), if the participant is registering from a Cambridge Associate School.
5. Cambridge reserves the right to refuse entry to any Course or Conference for any delegates who have not been authorised by their Cambridge Coordinator or relevant Cambridge Associate
6. Please note that we can only accept payment in the following currencies: £GBP, \$US or €Euro.
7. All delegate fees are payable without deduction for any Taxes; all sums payable to Cambridge must be increased to the extent necessary to provide Cambridge with the same net amount it would have received had no such Taxes been applicable to those fees.

4. Postponements and cancellations by Cambridge

1. Cambridge reserves the right to re-schedule or cancel a course but will endeavour to give as much notice as possible to delegates.
2. It is the responsibility of the delegates attending the conference to arrange and pay for their own travel and accommodation and all travel to and from the workshop venue is the sole responsibility of participants.
3. Cambridge shall not be liable for any loss, including travel and accommodation costs suffered by or on behalf of any person who wished to attend the workshops should Cambridge cancel them for any reason whatsoever.

5. Delegate booking amendments/cancellations

1. To cancel or amend a booking you must contact Cambridge Customer Services. Please note that if you cancel a booking and wish to request a refund, you must do so in writing to Cambridge Customer Services for receipt by Cambridge at least 7 calendar days before the course start date, or at least 14 calendar days before the Conference start date
2. Should a participant withdraw from a course less than 7 calendar days before the course start date or fail to complete the training, or from a Conference less than 14 days before the Conference start date, Cambridge reserves the right to charge the FULL course or conference fee to the registered Cambridge Centre.
3. Transferring from one course to another involves cancelling the original booking and making a new booking and therefore the above terms will apply to any transfer.

6. Health and Safety

1. To the extent permitted by law neither Cambridge nor its directors, officers or agents are responsible or liable for the safety of participants or their companions, or their property, during the workshops nor any related excursions or from any direct or consequential loss suffered. Participants are advised to seek information on potential health and security risks incurred by themselves or their companions at the workshops and to secure adequate insurance coverage.
2. To the extent permitted by law, neither Cambridge nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting omitting to act or refraining from acting in reliance upon the course material or presentation of the course or, except to the extent that any such loss does not exceed the price of the course, arising from or connected with any error or omission in the course material or presentation of the course.
3. Consequential loss shall be deemed to include, but is not limited to, any loss of profits or anticipated profits, damage to reputation or goodwill, loss of business or anticipated business, damages, costs, expenses incurred or payable to any third party or any other indirect or consequential losses.

7. General

1. Except in circumstances where liability may not be so limited by law, the liability of Cambridge to you under or in connection with any course, whether arising in contract, tort, negligence, breach of statutory duty or otherwise, will not exceed the sum of £5,000.
2. These terms will be governed by and construed in accordance with English law and any disputes will be referred to and be under the non-exclusive jurisdiction of the courts in England and Wales.
3. The invalidity or unenforceability of any provision of these terms will not affect the validity and enforceability of the remaining provisions.