

## Terms & Conditions

### **Bookings**

- Places will only be allocated on receipt of an online booking or completed application form and full payment.
- **Attendees must use their own FANs when booking on courses, because this flows through to their qualification and learner records**
- Credit and Debit Card payments are accepted only with online bookings. Please visit [www.eastridingfa.com](http://www.eastridingfa.com) for further details.
- Payment can be made by cash (please do not send cash through the post) or by cheque. Application forms should be returned to Liz Shipp, ERCFA Football Development Administrator, Roy West Centre, 220 Inglemire Lane, Hull HU6 7TS.
- The ERCFA Ltd will not issue invoices to any organisation in respect of coach education payments.
- Please include a Self Addressed Envelope if you require a receipt for payment.
- Candidates will receive written confirmation and further course information at least 7 days prior to the event.

### **Cancellations**

Unfortunately, due to an increasing number of candidates cancelling at late notice, it is with regret that we have had to make changes to our booking policy.

Therefore the Association has introduced a strict cancellation and transfer policy. Should a candidate need to cancel their place on a course for any reason, the following criteria will apply:

- More than 14 days' notice a full refund less a £20 administration charge.
- 14 days or less notice 50% of the course cost returned or transfer available for a surcharge of £45.
- 7 days or less notice, no refund is returned, only transfer available for a surcharge of £45.

Consideration will be given to candidates who, for health reasons are unable to attend and require a transfer to another course. A letter from a doctor or medical professional may be required.

***In the event of extenuating circumstances before or during the course please contact Liz Shipp 01482 221158 for further assistance***

### **Changes to the programme and ERCFA Cancellations**

- The ERCFA reserve the right to change the programme, the tutors, the location or to reschedule an event without prior notice. Candidates will be advised of these changes as soon as possible. When notified of these changes candidates may either withdraw, with no liability for fees or transfer to another course of equal value with no charge.
- If there are insufficient numbers the ERCFA reserve the right to cancel the course with at least 7 days notice.
- I understand that the ERCFA and their servants, agents and employees are not under any liability whatsoever in respect of personal injury, loss or damage however caused, while taking part in any activities of the Association.