



## **Cornwall FA** **Coach Education Booking Terms & Conditions** **& Cancellation Policy**

Please read the following terms and conditions carefully before booking onto a Cornwall FA course and ensure you are able to meet any specified pre-requisite criteria for your chosen course.

Cornwall FA adheres to a strict cancellation policy and by enrolling onto our course(s) you agree to have read and be bound by our Terms and Conditions.

**NB:** If you are on a General Suspension (Sine Die) **you cannot** attend a coaching course until you have been cleared.

You must be able to communicate effectively in English (this includes listening, speaking, reading and writing).

If you have any medical conditions or disability (as defined under the "Equality Act 2010") that may limit/hinder you participating in either the classroom and/or practical sessions, you are obliged to declare before the start of the course, including relevant, current or previous injuries/illnesses. If you require any additional learning support please contact us prior to booking onto a course.

If you have any criminal convictions you **must** inform Cornwall FA of these convictions before booking.

All courses must be booked online by the learner attending the course.



## Terms & Conditions

### Cancellation Policy

You are fully aware that should you need to cancel your place on a course for any reason, the following criteria will apply;

- More than 14 days' notice – a full refund less a £20 administration fee
- 4 - 14 days' notice – a refund of 50% or transfer to another course available for a surcharge of £20
- 72 hours or less notice – no refund or transfer available

You are fully aware that refunds will **not** be made to any learner who fails to turn up for the start of the course or who withdraws during the course. There will be no transfer option available in this instance.

You are fully aware that if you have received a bursary towards the course fee, then the **bursary is cancelled** and the **whole course fee will become payable** and Cornwall FA will recoup the bursary monies from the learner/club.

### Attendance & Transfer of Candidates During Multi Workshop Courses

You are aware that you are required to attend the course in full, and as such cannot bypass days. Failure to attend all dates will result in non-qualification. You are fully aware that the Tutor has the right to dismiss you if they deem you to be considerably late (Tutor discretion).

If in extenuating circumstances you cannot attend one of the pre-determined course dates (the first day of any multi workshop course is mandatory attendance) you must:

- Pay an administration fee of £20 per workshop you need to transfer and complete this workshop on another course with Cornwall FA within 12 months of the original course date.

Failure to complete a transferred course within 12 months of the original course date will result in both the original course fee and administration fee being retained by Cornwall FA.

You are fully aware that you are the only participant who can attend your chosen course, you understand that no other person may attend in your place should you be unable to attend. You are fully aware you must have access to be able to coach a team/group of players in Cornwall during your qualification.\*

\*Applies to FA Level One, FA Level Two and UEFA B courses.



## **During the Course**

Cornwall FA holds no responsibility for any injuries sustained on the course or for the loss or damage to any personal belongings. We advise learners to consider taking out their own Personal Accident Insurance prior to the course.

You will respect the course tutor, course venue and the other candidates and their points of view and you understand that if your behaviour, language or conduct is deemed 'unacceptable', 'offensive' or 'harmful' for any reason, the Cornwall FA and the venues reserve the right to exclude you from continuing on your chosen course and if necessary, future courses. Please be aware that the majority of our venues are on educational establishments and are therefore no smoking sites.

You are fully aware that your chosen course may be one which includes the FA Safeguarding children three hour Workshop, which discusses some sensitive 'hypothetical' issues and some real issues regarding child abuse in its various forms.

You confirm that you understand the above statements and their implications and that the information you have provided on application is correct to the very best of your knowledge.

## **Equality & Inclusion**

Both Cornwall FA & The FA are committed to football being inclusive and providing a safe and positive experience for everyone involved in the game. FA Learning is duty bound to offer its learners equal opportunity in relation to its educational provision. Alternative formats are available to ensure learning is inclusive. The learner's welfare is paramount to FA Learning at all times and is centred on positive learning.

## **FA Number (FAN)**

Please note to access the online application, you will need a FAN (FA Number). If you have ever been involved in football or taken an FA Qualification, it is highly likely you already have a FAN. If you do not know your FAN or password, or need to create a FAN, please use our [FAN FINDER](#) tool by clicking to register/retrieve your details. Please be aware that if you already have a FAN, and create another FAN, this could cause delays in being confirmed on the course and any qualifications being awarded.

Please note it is the learner's responsibility to update the details on their FAN as failure to do so may result in your certificate being sent to an incorrect address or your name being input incorrectly. A replacement certificate copy can be obtained from 1<sup>st</sup>4Sport but there is an additional fee for this service.