



# Surrey FA Terms and Conditions

Please read these terms and conditions carefully as they set out the contractual basis on which we agree to enrol you on a course or workshop (from here on together known as a "Course") advertised on the Surrey FA website or sent by hard copy.

## **1. Contracting parties.**

When you enrol on a Course through the SCFA, either online or by Application form submission, you will be contracting with the Surrey County Football Association Limited. Surrey FA is referred to in these terms and conditions as "we" "us" or "our".

## **2. Registration.**

When registering or booking Courses, you agree to provide true, accurate and complete information about yourself. We reserve the right to cancel your booking if we discover you have provided us with inaccurate information.

## **3. Medical Information.**

You are obliged to declare on the Medical Form, any relevant, current or previous, injury or illness that may limit or hinder your participation in the Course. The Medical Form shall be given to you on the initial day of the course.

Please note that a declaration of any injury or illness does not automatically preclude you from any Course.

If you are on a regular course of prescribed medication, you must ensure that you bring a sufficient amount of the medication to cover you throughout the Course. Although first aid cover will be provided, where necessary, during Courses, no doctor will be available to replenish regular medication, nor will there be any facility to deliver medical treatment for chronic or longstanding medical conditions.

## **4. Qualifications.**

You can only participate in some Courses if you hold the appropriate pre-requisite qualifications to do so. Where applicable, this requirement will be highlighted in the Course details. Candidates registering for a course and do not meet the course pre requisites will have their booking cancelled.

## **5. Course specifics.**

All Courses will be conducted in English and therefore candidates are required to be able to communicate effectively in English (this includes listening, speaking, reading and writing). The location and date of the Course will be indicated in the Course details. Drinks and meals are not supplied in the Course. Candidates must arrange their own transport to the Course venue. Candidates are expected to bring appropriate kit in order to participate in the Course. The Courses will be delivered in accordance with the Course details set out on Surrey FA website. If we need to alter these details, we will notify you of any such changes as soon as reasonably practicable.

## **6. Pricing.**

All prices are stated in pounds sterling and are valid until altered by us.

## **7. Booking Procedure.**

All bookings for courses should be completed through the appropriate online platform. Should an issue arise with this, please use the contact details for our Education team that are available on our website. Priority will be given to those booking via the website. Once we receive a direct request for enrolment on a Course, we will check availability for your chosen Course and only once payment is received shall we be able to confirm the booking of the space.

## **8. Payment.**

In first instance, all payments should be made through the website. Should an issue arise with this, please use the contact details for our Education team that are available on our website.

## **9. Cancellation by the candidate of courses with multiple dates.**

Once your payment is processed, we will start to provide services to you by ordering the course materials. However, if you wish to cancel your booking prior to the commencement of the Course you may do so subject to the following cancellation charges: (i) if you cancel your booking more than 1 month before the commencement of a course, 100% of the course fees will be refunded; (ii) if you cancel your booking more than 2 weeks (and less than 1 month) before the commencement of a course, 75% of the course fees will be refunded; (iii) if you cancel less than 2 weeks (yet not in the final 7 days prior to the course) to the commencement of the course you will be refunded 50% of the course fees or a transfer may be offered at the discretion of Surrey FA; (iv) If you cancel in the final 7 days prior to the commencement of the course no refund will be made available. If notice of the cancellation is received after the commencement of the course, no refund will be made available.

Transfers onto different course dates may be available however this is at the discretion of Surrey FA and will not be an option in the final 7 days prior to the start of a course. Should a transfer be agreed for a course with multiple dates, a "25% of course cost" transfer fee must be paid.

## **10. Cancellation by the candidate of courses with a single date.**

Once your payment is processed, we will start to provide services to you by ordering the course materials. However, if you wish to cancel you booking prior to the commencement of the Course you may do so subject to the following cancellation charges: (i) if you cancel your booking more than 2 weeks before the course, 100% of the course fees will be refunded; (ii) If you cancel your booking less than 2 weeks (yet not in the final 7 days prior to the course) to the date of the course you will be refunded 50% of the course fees or a transfer may be offered at the discretion of Surrey FA; (iv) if you cancel in the final 7 days prior to the start of the course, no refund will be made available. If notice of the cancellation is received after the start of the course, no refund will be made available.

Transfers onto different course dates may be available however this is at the discretion of Surrey FA and will not be an option in the final 7 days prior to the start of a course. Should a transfer be agreed for a course with a single date, a %50 transfer fee must be paid.

## **11. Cancellation by us.**

We reserve the right to cancel or rearrange a Course at any time if the minimum number of candidates fail to book onto a Course, if a third party service provider cancels elements of the Course, or for any other reason which is outside of our control. In this event, we will provide you with as much notice as

possible and you will have the option of either: (a) a full refund of fees; or (b) rebooking the same Course for a different date.

#### **12. Sub-licensing and Assignment.**

You agree that we may sub-contract the provision of the Course and any elements connected with it to third parties. We may assign our rights or obligations under this agreement to any subsidiary company.

#### **13. Copyright in website content.**

We or our licensees retain all intellectual property rights in the Course materials made available through SCFA online. You may not copy, download, link or otherwise use the Course materials (including any graphical image) for any purposes other than as necessary for your own personal learning purposes. You must not remove or obscure logos, names or other proprietary or intellectual property marks showing ownership by us or any third party.

#### **14. Disclaimer of Warranties and Liability.**

Nothing in these terms and conditions shall operate to limit or exclude our liability for death or personal injury caused by our negligence. We do not accept liability for loss or damage to your personal possessions whilst you are attending a Course. Candidates may wish to take out insurance for any valuable possessions that they bring with them. Except as set out in these terms and conditions, we do not accept any liability for any indirect or consequential loss of any kind in contract, tort or otherwise arising from your booking. We will only be liable for losses that we have not expressly excluded in these terms and conditions up to the value of your Course fee.