



## Sussex County Football Association Education Course Terms & Conditions of Booking

Please read the following terms and conditions carefully before enrolling on a course and ensure that you are able to meet any specified pre-requisite criteria.

We recommend that you download and keep a copy of these Terms & Conditions for future reference. By enrolling on any course, workshop or CPD event you understand and accept these Terms & Conditions. Should you require any further information or clarification of the content of this document, please call 01903 766855.

### 1. Receipt of Booking and Payment

- 1.1 All courses are available for booking via our online booking system on our website
- 1.2 Referee courses can only be booked online and only once the prerequisite Laws of the Game test has been completed and passed, the FA Safeguarding Children qualification has been completed and the Disclosure and Barring Service (DBS) is in progress, if required.

### 2. Course Confirmation

- 2.1 Receipts for online bookings are emailed direct from the system once the booking has been completed.
- 2.2 Full course details are provided no later than seven days prior to course commencement.

### 3. Cancellations & Refunds

- 3.1 A cancellation charge will be issued if the booking is cancelled by the Learner or sponsor as follows:
  - More than twenty-eight days prior to the confirmed course start date: **Full refund**
  - Twenty-eight days or less, but more than seven days prior to the confirmed course start date: **75% refund of course fee paid**
  - Seven days or less prior to the confirmed course start date: **No refund**
- 3.2 Learners who cancel due to medical reasons **must** provide a medical note/ certificate to receive a refund.

### 4. Attendance of Learners

- 4.1 Please check your availability to attend all days of your chosen course before enrolling.
- 4.2 Each change to your course registration will incur an administration fee of £15

## **5. Discounts & Reductions**

- 5.1** Learners in receipt of a state benefit such as Jobseekers Allowance or Universal Credit may be eligible for a reduction in fees. Further information is available by calling Development on 01903 766855. Current evidence will be required.

## **6. Important Information**

- 6.1** Please be aware that a number of courses now include mandatory online/internet-based modules which must be completed in order to pass the course. Learners must therefore have access to a computer.
- 6.2** Sussex County FA courses will be conducted in English. Learners therefore must be able to communicate competently in English, both verbally and in writing.

## **7. Cancellation by Sussex County FA**

- 7.1** Sussex County FA takes all reasonable measures to ensure it fulfils its obligation with regard to confirmed course provision. However, if on or before the date of the course and owing to either unforeseen circumstances, force majeure or an emergency, Sussex County FA shall exercise the right of absolute cancellation.  
In such a case, the total fee for the course shall be refunded.  
Sussex County FA shall not be liable to pay any compensation to Learners or any other person(s) in respect of the cancellation.  
If Sussex County FA is rendered wholly or in part unable to carry out a confirmed course obligation by reason of force majeure, then Sussex County FA will give notice and therefore be released from those obligations which can no longer be fulfilled.