



COURSE BOOKING TERMS & CONDITIONS

BOOKINGS & PAYMENTS

Bookings must be confirmed with either a purchase order or full payment to secure the booking.

New customers will be required to complete a [new customer application form](#) to open a credit account.

Credit account customers will be invoiced upon booking; our standard payment terms are 30 days unless otherwise agreed in advance.

Payment can be made by credit card or BACS/ bank transfer.

Payment must be received 7 days in advance of the course start date (for non- account customers).

CANCELLATION TERMS

Where courses are under subscribed MGTS may cancel or re-arrange a course at their discretion. Customers will be notified no later than 10 working days prior to the planned commencement date.

MGTS accepts customer cancellations without charge up to 7 days prior to commencement of training.

Cancellation less than 7 days will incur a 50% course fee.

Cancellations with less than 24 hours' notice will incur a 100% course fee.

Transfers to alternative course dates will not incur any additional charge to the customer if the transfer is made up to 7 days prior to commencement of training.

CONTACT US

For any queries relating to the above please contact our Accounts team:

t: 024 7663 0333

e: accounts@mgts.co.uk