



BOOKING TERMS AND CONDITIONS

All courses are to be held at:

The Village School, Grove Park, Kingsbury, London, NW9 0JY

Bookings can be made by:

Emailing us on wtsa@woodfieldschool.co.uk

Calling **0203 846 3787**

Visiting our website www.woodfieldtsa.co.uk

We require all bookings to be paid in advance. Certificates will not be released until payment has been settled.

Terms and conditions

Woodfield Teaching School Alliance reserves the right to cancel or postpone a course, for example, due to under-subscription. If a course is cancelled, a full refund of course fees will be made or a free of charge transfer to another suitable course will be offered to the delegate. Occasionally, due to circumstances beyond our control, alterations to the timing or the content of courses may be necessary. We therefore reserve the right to modify the course information, course tutor or run programmes at a different venue from the one specified, where necessary. If this is the case, we will notify you as soon as possible.

Cancellation policy

Please notify us immediately if you cannot attend a course. All requests for cancellations can be made in writing to wtsa@woodfieldschool.co.uk or calling 0203 846 3787. To prevent incurring a cost, we require 14 days cancellation notice prior to the course start date. No notice of cancellation or those received after 14 days will be charged at full price.

If the original delegate is unable to attend, transfer to a subsequent course of the same nature can be offered (subject to availability). We can also accept substitution of another delegate on the condition that written notification has been provided to us prior to the event date. In the event that the transferee subsequently cancels, then the original cancellation clause will apply. Late payments will incur a charge of £15 to cover admin costs.

For more details on any of our courses please visit our website, www.woodfieldtsa.co.uk



Glenwood Avenue, Kingsbury, London NW9 7LY

T: 0203 846 3787

Email: wtsa@woodfieldschool.co.uk

Website: www.woodfieldtsa.co.uk