
ASPEY ASSOCIATES

Open Courses: Terms and Conditions, from 1st January 2020

Aspey Ltd trading as Aspey Associates (The Company) is incorporated and registered in England, company number 04475717. These terms and conditions shall apply to the exclusion of all others, and no variation effective unless in writing and signed by a director of the Company.

1. Training Course / Event terms

1.1. The Company reserves the right to cancel or reschedule courses / events without penalty or liability if there are insufficient bookings or for reasons outside our control. Delegates will be offered a full refund or where available, a place on a future course / event at the same price provided fees have been paid in full. We cannot be liable for delegates' hotel accommodation fees incurred if we have to cancel a course. If the stated Trainer / Consultant is unavoidably unable to run the course, delegates will be offered the choice of continuing, cancelling or deferring their booking to a later date.

2. Payment

2.1 Invoices are issued on receipt of a completed booking form. Fees are payable within 28 days unless the course /event is within the next 14 days when the fee will be payable immediately. Fees are payable in GB Sterling.

2.2 The fee includes stated course materials, and for courses at physical locations, venue costs, light refreshments and lunch. Delegates' travel and accommodation costs are not included in the course fee.

3. Cancellation, transfer and substitute policy

3.1 We will accept cancellations up to 30 days before the event without penalty, less an administration charge of 10% of the fee. If cancellation is 15-30 days before the event we will refund 60% of the fee, 7 - 14 days before the event we will refund 25% of the course fee and 6 days or less there will be no refund.

3.2 If you would like to transfer your booking to another course (if another is available) please contact us and we will make every effort to make this possible for you – if not, the cancellation policy will apply.

3.3 We will accept a substitute delegate without charge provided they agree to these same Terms and Conditions and are eligible to attend the course if there are prerequisite levels of training.

4. Course completion

4.1 You must attend all sessions / days of the chosen course(s) to receive an attendance certificate or to claim course completion. We cannot refund any fees for missed sessions / days; depending on the particular course and your stage of learning, we can explore various options to make up the learning, which may involve additional costs to you.

5. Materials and Copyright

5.1 All Time to Think course materials are subject to copyright of Time to Think Inc and used under License by Aspey Associates. Whilst the Company takes every possible effort to ensure the accuracy of any material used, we shall not be liable for any material or information gained through third parties or publications.

6. Liability

6.1 We aim to ensure that any description of the design or content of courses and events is as informative as possible, but it is for participants to decide whether or not a programme is suitable for their needs.

6.2 Our courses have an experiential and emotional development element to them but are not an opportunity to work out personal issues that may need the support of personal therapy. However a commitment to self-disclosure in relation to course learning, skills training and personal awareness will be needed.

6.3 In no event shall The Company or its employees, agents, licensors or contractors be liable for any incidental, consequential, punitive or multiple damages of any kind. This includes for online courses if a course delegate is unable to join or participate fully because of internet connection failure at their end.

7. Exclusions

7.1 Any condition, representation or warranty that might otherwise be implied or incorporated within these terms and conditions by reason of statute or common law or otherwise is hereby expressly excluded to the fullest extent permitted by law.

8. Complaints

8.1 Should you have any complaints about the course or event please contact our MD Linda Aspey at linda@aspey.com

9. Governing law

9.1 These terms are governed by and construed in accordance with the laws of the United Kingdom, without reference to any conflict of law principles.

Please note that by booking on one of our courses you have also agreed to these terms.
