

Terms and Conditions

The following terms and conditions cover all provision offered by the Brooke Weston Teaching School Alliance (“BWTSA”) including courses, qualifications and school to school support.

1. *Booking process*

- The courses, their start dates and prices are listed on the Brooke Weston Teaching School Alliance website. To reserve a place, you will need to complete the booking form for each applicant or email teachingschool@brookeweston.org with your booking request. You will be asked to confirm that you have read the terms and conditions. You can also get in touch with Donna Davis who will confirm your place via email. teachingschool@brookeweston.org.

For School to School support bookings, contact teachingschool@brookeweston.org.

2. *Payment of fees*

- Alliance members are automatically allocated a number of placements on each course. (Number and details to be circulated either at time of joining or, annually at time of renewal). In addition, Alliance and non-Alliance members are also able to book ad-hoc courses at the price quoted on the website. (All prices exclusive of VAT at the current rate).
- After booking we will send an invoice for course fees within 28 days of receiving your booking (if applicable). If it forms part of your ongoing training package, we will email you with details of places remaining.
- You are then liable for the whole fee unless we receive written notification of cancellation or transfer (see below).
- We require full payment of fees before the course, training or support takes place.
- Invoices are issued (and must be paid) in British Pounds Sterling (GBP). We will send full details of how to pay course fees with the invoice - options include payment by cheque or BACS from a UK bank account; international bank transfer; and international money order. The customer is responsible for all transaction charges.

3. *Cancellation and variation of events by the BWTSA*

BWTSA is committed to offering high quality provision that meets the needs of candidates and will always aim to plan viable events. Occasionally, circumstances will arise which result in the need to cancel provision. When this is the case, BWTSA will take proactive steps to inform you as soon as possible. BWTSA reserves the right to modify or cancel any provision if unforeseen circumstances arise, but will do our utmost to avoid doing so.

Should BWTSA cancel an event that you have paid to attend, BWTSA will:

- offer a refund for any fees paid (by cheque/BACS), or
- provide a credit transfer for an alternative/future event.

We are unable to compensate for any other costs incurred, such as transport and accommodation.

4. *Cancellation of booking by the client*

Places on BWTSA courses are limited. We therefore ask that you let us know as soon as possible if you wish to cancel a booking. If you have to cancel a place and can find a suitable replacement, there will be no cancellation charge. If you are unable to find a replacement, cancellation charges will apply as below. We regret that we have to do this, however all bookings involve administrative costs and it is difficult to fill spaces made vacant by late cancellations. Cancellation charges depend on when we receive your written cancellation notice:

- If cancelled between 14 and 28 days before the course start date, we will refund 90% of course fees (subject to a minimum charge of £30). If the invoice is unpaid at the time of cancellation, you will pay 10% of the fee due (or £30 whichever is the greater).
- If cancelled between 7 and 14 days before the course start date, we will refund 50% of course fees. If the invoice is unpaid at the time of cancellation, you will pay 50% of the fee due.
- For bookings cancelled less than seven days before the course start date or for 'no shows', no refund will be made. If the invoice is unpaid at the time of cancellation, you will still be liable for 100% of the fee.

5. Deferring from a BW TSA qualification

Candidates may apply for a deferral in exceptional circumstances for example; sickness, bereavement, maternity/paternity leave, or another exceptional reason. Candidates must contact the Brooke Weston Teaching School Team citing the reason for their deferral. Applications for deferring the start to a course/qualification need to be received 14 days prior to the communicated start date. Requests to defer from a course/qualification that has already commenced need to be received as soon as possible and may be subject to additional conditions, confirmed at the time by the course/qualification organisers.

A deferral can be granted for a maximum of 12 months, or two course/qualification intakes, subject to candidates meeting any changes to eligibility criteria. Candidates who decide not to re-engage with their qualification will be subject to the BW TSA withdrawal terms, below. Multiple deferrals may not be granted and could incur additional fees. Candidates who defer and wish to repeat course content (including face-to-face events) may be required to pay additional charges.

6. Withdrawal of provision

Candidates wishing to withdraw from a qualification must provide reason(s) in writing and may be subject to charges and withdrawal fees. BW TSA reserves the right to charge an appropriate fee taking into consideration the length of time engaged with a qualification, to cover any associated administration costs. Training fees will not be refunded if a candidate withdraws during the course of a qualification.

7. Funded courses

Those successful in claiming funding for courses and qualifications may be liable to repay funding if qualification deferral or withdrawal takes place.

Applicants unsuccessful in claiming funding through not meeting the criteria will be required to pay the full cost of the qualification undertaken.

8. Transfer of bookings to other events

You may transfer your booking to another course if we have enough vacant spaces. Please email Donna Davis teachingschool@brookeweston.org in the first instance.

9. Admissions policy

Course participants are required to ensure their school sends confirmation of a valid DBS by email to dbs@brookeweston.org if required.

Please note that mobile phones are not allowed to be used in Brooke Weston Academy and electronic devices such as laptops and iPods are not allowed to be used in public areas, eg the restaurant/reception etc.

We reserve the right to exclude candidates from part/all of the courses due to the following:

- Disruptive or abusive behaviour

- Unauthorised late substitution of a confirmed course participant where the replacement person is not suitable for the course
- Failure to show up on Day 1 of a course
- Where a participant does not meet the minimum required language skill level or other critical entry criteria.

10. Payment

Unless otherwise stated, all prices quoted are exclusive of VAT and are correct at the time of publishing on our website or in printed literature.

11. Payment liability

If a candidate leaves their current employment and the employer had agreed to fully pay course/qualification costs including assessment fees, then liability for paying/arranging payment of will remain with the school. Course/qualification fees will be invoiced before the start of the course/qualification and will need to be paid within 30 days. The candidate's school/setting will be invoiced by default, unless otherwise notified by the candidate at the time of application/registration.

12. Data Protection

Unless you tell us otherwise, we will add your contact details to our confidential and secure customer database. We will never share your details with external agents.

We will send you information on our forthcoming courses and events that may be relevant or of interest to you, please email teachingschool@brookeweston.org if you do not want to receive future mailings.

13. General

BWTSA reserves the right to exercise or enforce any right available to us.

14. Changes to these terms and conditions

Please check these terms and conditions regularly. We reserve the right to update them at any time without notice. If you need further clarification on any aspect, please contact our team by email teachingschool@brookeweston.org.

Terms and Conditions should be signed by the Headteacher/ Principal and returned to teachingschool@brookeweston.org.

Headteacher/ Principals name (printed):

Date:

Signature: