

Amatsu Training School Ltd Course Booking Terms and Conditions

1. a) Bookings must be made by email, via the ATA website, letter or telephone. Telephone bookings must be confirmed in writing within 7 days.
b) Deposits are non-refundable. You are entitled to request a refund of all monies paid within the first 7 days of enrolment under the Distance Selling Regulations. This application must be made in writing to our Head Office. Any course materials must be returned in unused condition, at the applicant's expense. Any used course materials will be deducted from the refund. Failure to cancel within 7 days of enrolment will commit you pay the course fees.
2. Payment in full should be made at least two weeks prior to course start date or in advance with your booking. Payment of fees by instalments is possible upon request.
3. Should circumstances mean that you need to transfer to another ATA accredited course, then the following charges will apply dependant on notice given:
 - More than four weeks prior to course start date – no charge
 - Two to four weeks notice given – 25% of course fee
 - Less than two weeks notice given – 50% of course fee
4. If you have to cancel your course without transferring your booking to another date at the time of cancellation, the following charges will apply:
 - More than four weeks prior to course – no charge
 - Two to four weeks prior to course – 50% of total course fee
 - Less than two weeks prior to course – full fee – i.e. no refund
5. Requests for cancellation or transfer must be in writing and received by ATS Ltd by the due date.
6. If you do not attend a course, and have not previously informed us in writing as set out above, the full course fee remains payable.
7. If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases the full course fee remains payable.
8. On occasion for unforeseen circumstances ATS Ltd may find it necessary:
 - a) To cancel a course. In such circumstances, you will be given as much notice as possible and the offer of a free transfer to another course date, or a full refund of fees paid
 - b) Tutors may be changed without prior notice in instances of unforeseen circumstances. The location and date of the course will be as advised to you at the time of booking. ATS Ltd reserves the right to change the location of the course and will advise you as soon as this change is known.
9. If, having begun a course, for whatever reason you fail to complete it, then at the discretion of ATS Ltd, some part of the course fee may be refunded.
10. Students are required to comply with the standards listed in the accompanying Student Charter.
11. In the unlikely event that you need to retake a subject you will be entered for the next available exam date. This will be subject to the current fees which are charged by the examining body.
12. You accept that it is your responsibility to verify that the courses you apply for are suitable for your requirements and that you have the necessary level of competence and prerequisite qualifications where necessary to be able to achieve the objectives of the course.
13. The copyright and all other intellectual property rights in all course materials shall remain the sole and exclusive property of ATS Ltd. You undertake that you will not copy or permit the copying of course materials, nor disclose or permit the disclosure of, or sell or hire the same to third parties, nor use the same for running your own courses.
14. Due to the high costs involved in attending a training course, we strongly advise that you obtain insurance for the following:
 - Cancellation of training course
 - Postponement of training course
 - Travel
 - Hotel/Accommodation

Name	Signature	Date