

Terms and Conditions

Payroll Alliance Training

Effective 27 January, 2007

The quoted course fee includes for each delegate: lunch if the course duration is not less than one full day; tea or coffee at refreshment breaks; course notes and handouts; and a personalised Certificate of Attendance.

Cancellation of a booking will be accepted in writing without incurring any administration charge if made not later than 14 days before the first day of the course.

Where cancellation is made within 14 days of the first day of the course the quoted course fee after any discounts will be payable in full. A written request to transfer a booked delegate from one course onto another course in the same season's programme, or to substitute one delegate with another, will be accepted subject to the numbers on the courses without incurring any administration charge if made not later than 14 days before the first day of the course.

Where a transfer or substitution request is accepted within the 14 days of the first day of the course an administration charge of £60 will be payable.

Delegates can use our unconditional money back guarantee where they present a written claim of dissatisfaction. Course schedules and details are subject to variation without notice and may differ from those shown in this leaflet.

LexisNexis General Terms & Conditions apply.

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