



PO Box 7460, Kettering, Northamptonshire NN16 6HN  
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## TRAINING TERMS & CONDITIONS

All of our courses are run at our approved Training & Development Centre in Kettering or at a hotel / venue of your choice with Barton Security Limited's (BSL) prior consent and approval.

Accommodation is not included in the price of our courses.

### PAYMENT

Payment can be made by cheques (payable to Barton Security Limited), Credit cards, Debit cards or PayPal. Payment is required, in full, four weeks before the training date. For bookings made within four weeks of the training date, payment must accompany booking. The time of payment of the price shall be of essence of the Contract. Receipts for payment will be issued only upon request.

### RESERVATIONS

Provisional reservations will be held open for 10 days, after which, time, unless we receive notification to the contrary, your reservation will be cancelled.

### CANCELLATIONS

Courses Cancellation charges will be levied in respect of training courses as follows:

- ⊗ Cancellation more than six weeks in advance of the course no charge
- ⊗ Cancellation four to six weeks in advance of the course - 25% of the course fee
- ⊗ Cancellation two to four weeks in advance of the course - 50% of the course fee
- ⊗ Cancellation less than two weeks in advance of the course - 100% of the course fee
- ⊗ Cancellations will only be accepted in writing.

### CHANGE OF DELEGATE

If the Buyer should decide to transfer one or more delegate(s) to another course and/or a similar course running at the same venue at a different time then an administration fee for the transfer will be levied at a rate of 75% of the standard cancellation fee or £50 (whichever is the greater) based on the date the transfer request is received in writing by Barton Security Limited (for registration purposes) at least two weeks before the course is due to commence.

### COURSE CANCELLATION

BSL reserves the right to cancel an event at any time, without liability, in which case all training fees will be refunded in full. However, BSL cannot be held liable for any other expenses incurred by participants or their companies due to the cancellation.

### CHANGES TO ADVERTISED DETAILS

BSL reserves the right to change the venue / speakers / presentations at any time, with or without notice.

### VIEWS & OPINIONS

The views and opinions of the course tutors or attendees are their own and do not necessarily reflect those of BSL.

### DISCLAIMER

The training and notes provided by BSL cannot be utilised for the purposes of legal interpretation, and neither BSL, its trainers nor staff can accept responsibility for the actions of persons interpreting or acting upon the material in litigation. Nor can BSL accept responsibility for any injury or loss as a result of relying on the training or training notes. All actions by an individual should be designed in relation to their specific circumstances, and where any doubt exists a specialist should be consulted.

### PRIVACY POLICY

BSL does not disclose buyers' information to third parties and all the personal information (name, address, phone number, email address, credit card information) you send is securely stored. The information that you provide will be held by BSL in order to process your registration. BSL does not store any buyer's financial details. The information you provide may be used to keep you updated of other BSL's latest products, services and events unless you notify us otherwise; to opt out please send an email to [training@bartonsecurity.com](mailto:training@bartonsecurity.com) or tick the relevant box on the booking form. This does not affect your statutory rights as a consumer.



[www.bartonsecurity.com](http://www.bartonsecurity.com)

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