**Booking Terms**

Please complete a separate online booking form for each course you wish to attend and tick the box to confirm you accept the Booking and Cancellation Policies.

For in-person courses, refreshments will be provided.

All course costs are on a per person basis.

All online courses: will be delivered via Zoom Platform. An automated message will show on screen on completion of your booking and the full Zoom joining instructions will be automatically send via email. You will also receive a reminder 5 working days prior to the course date.

All in person courses: An automated message will show on screen on completion of your booking and a confirmation will be sent. Full course joining instructions including location map will be received via email 10 working days prior to the course date.

**Cancellation Policy**

Cancellation: online courses

If you need to cancel your booked place, please email [education@bathwells.anglican.org](mailto:education@bathwells.anglican.org). Charges will still apply if you do not cancel 24 hours in advance of the course or you do not attend.

Cancellation: in person courses and events

If you need to cancel your booked place, please email [education@bathwells.anglican.org](mailto:education@bathwells.anglican.org)

100% charge of full course fee will be charged if the cancellation is 3 working days (or below) or you do not attend.

For all our courses and events, we reserve the right to cancel after we have accepted your booking. This may happen where an insufficient number of delegates have booked onto the course, or because we are unable to deliver the course for some other reason. Wherever reasonably possible, we will notify you of cancellation at least 3 days before the course commencement date, however situations may arise where this is not possible.