

## **Booking a course with Primary Care CPD**

- **Booking a place**

Please complete the course booking form after reading our Terms and Conditions below.

## **Terms and Conditions**

- **Bookings**

All bookings shall be confirmed by email within 3 working days.

Confirmation of place will not be made until we have received the appropriate course fees.

On receipt of the appropriate fee the applicant will be sent an email receipt as confirmation of a place on the course.

Our payment terms are 15 working days of the invoice date.

Primary Care CPD Ltd. will charge a late payment fee of 8% of the total for late payments.

- **Cancellation Fees/ DNAs**

If a cancellation is made more than 15 working days prior to the course a credit note valid for 1 year will be issued.

Should a delegate require transfer to another course with more than 15 working days' notice a £30 admin fee will be applied.

If you fail to attend a course with no notice the course fee paid will be lost and no credit or refund will be issued.

In the event of Primary Care CPD Ltd. having to cancel the course for any reason, a full refund will be made, and priority given on the next available course.

- **Payment**

Payment details will be supplied once booking has been made.

Payment can be made via BACs or card payment.