

## Booking terms and conditions for BDA events and courses

By completing the booking, you agree to pay the advertised registration fee. All cancellations and changes must be received in writing to the relative department

BDA holds no responsibility for any loss of funds occurred as a result of the event/course being cancelled/postponed or rearranged for any reason including adverse weather.

**Payment instructions** Payment can be made via card (Visa and Mastercard) or invoice.

You may see a second step in your payment being processed, this is a authentication process your respective bank has requested to complete your online payment. This is not a step by the BDA and if you have any queries please contact your bank directly.

Please note if you have chosen to pay via invoice, you are required to download your invoice from the confirmation email. **Invoices are NOT sent.** It is the delegates responsibility for the invoice to be sent to the correct person/department for payment processing.

### BDA Classroom Courses

BDA will make every effort not to cancel courses. If, however, there are insufficient delegates registered on the programme, delegates already registered will be informed 14 days before the event that cancellation may be a possibility. They will then have the option to cancel their booking or hold the booking for a further seven days.

BDA has found that many places are booked within a few days of course delivery and thus wish to keep bookings open as long as possible, whilst being mindful that delegates will be keen to finalise arrangements for attendance.

If you are unable to attend the course:

More than 14 days' notice - 90% refund/or transfer to another course.

Less than 14 days' notice - non-refundable, a transfer to another course will be at the discretion of the BDA subject to circumstance and delegate numbers

No show on day of course - full charges apply course dates are non-transferrable.

All cancellations and changes must be received via email [ced@bda.uk.com](mailto:ced@bda.uk.com)