

Terms and Conditions

Confirmation of Reservation

To confirm your reservation and enrol on the course, you must do so at least 5 working days prior to course commencement by completing the application form and paying a minimum non-refundable deposit, amount varies depending upon course or project (i.e. CCNA £350)

Payment

You may pay or agree to pay for the course by cheque, credit card (we accept Visa, Master Card, Delta and Switch, Solo) or by bank transfer. For all forms of payment, please include your name, course, course start date. We reserve the right to require payment in cleared funds in advance where we have not established satisfactory credit arrangements with you. The Application form must accompany any payment.

Confirmation of enrolment

Once we have received your non-refundable deposit, we will confirm your booking. We will post, fax or email you a confirmation letter, which, where relevant, will include a student username, password and directions to the Academy location. If you have not received confirmation at least one week before the beginning of class, please contact us.

Cancellation

You may cancel a course for which you have enrolled and be fully refunded all course fees less your initial deposit provided you give us at least 20 working days notice prior to course commencement. Cancellations must be received in writing and acknowledged by us. If the course has already commenced, you will be liable for the total cost of the course or courses booked.

Transfer

You will remain liable for the full course fees and any expenses incurred by us if cancellation is received after this time, you may transfer the course booking to alternative dates and incur no additional costs provided the request is made in writing at least 10 working days in advance of agreed start date.

Payment Plan

You must adhere to the payment plan agreed. Where this does not occur you will be required to pay the monthly payment plus an additional fee of £20.00 per month per payment outstanding. If you are unable to keep up your repayments, HBC Academy Ltd reserve the right to dismiss you from the academy and you will still be liable for the full course fees.

Overseas Students

In regards to overseas students, If the payment plan is not adhered to or a student is absent for 3 weeks without permission from the Academy, HBC Academy reserve the right to dismiss the student from the academy and inform the immigration service that they are no longer a student at this academy.

I have read, understood and agree to all of the above terms and conditions and commit to honour the payment plan as shown above.

Signed: _____

Date: _____

On Behalf of HBC Academy: _____

Signature: _____

Date: _____

Reg date: _____
Deposit: _____
Bal due: _____
Notes: _____