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## Terms and Conditions

### Provision of Commercial Programmes

Fees for commercial programmes are payable in full 14 days prior to the first day of the course. Ability Professional Training will advise the maximum and minimum group size. Changes to the nominated candidates can be made at any time prior to the start of a programme subject to the group size minimum requirement (if any) being met.

In all cases, in the event of the client cancelling or postponing in-house training or group booking the following fees will be payable:

15 - 28 days prior to the course start 50%  
14 days or less prior to the course start 100%

In the unlikely event that Ability cancels a programme, which it reserves the right to do, alternative dates or a full refund will be offered.

In the event of a candidate not completing within the designated time an addition fee will be payable based on the number of trainer hours needed to complete the qualification.

### Provision of Funded Training Places

The programme fee is payable in full plus VAT within 14 days of the invoice date. Fees paid are not refundable as they are considered during the programme viability analysis at the start of the programme.

Funded training places will be offered to employers / employees using the information the employer and / or employee has supplied to Ability to verify eligibility. This information is accepted by Ability as being correct. Should it subsequently be discovered that the information provided is incorrect causing the employer or employee to become ineligible for funding, and where training has been provided, the employer agrees and accepts that it will pay to Ability an amount equivalent to the funding Ability would have otherwise received from the funding organisation or agency eg LSC.

### Cancellation of assessment visits / meetings

Two clear working days notice is required to cancel assessor visits / meetings. Where less than two days notice is given or if the candidate fails to produce course work at the meeting for whatever reason a charge of £95 +VAT will be made.

Charges will be invoiced to the employer by Ability plus VAT (if applicable) and paid in full by the employer within 14 days of the invoice date.

