



Training Terms and Conditions

1. Booking

All delegates must complete a training booking form at least one week prior to the course taking place; late booking may still be accepted. Your booking form will be acknowledged with an email of confirmation of your booking, if you don't receive this email please contact Angela McHale on 01786 479593 or email hello@volunteerscotland.org.uk.

All courses will provide tea/coffee and biscuits, full day courses will provide a buffet lunch, please ensure you notify us of any dietary requirements.

2. Payments

Payments will be invoiced to you with your confirmation of booking. Payments must be received within 14 days of the invoice or in advance of the course taking place, whichever is sooner and regardless of the booking date. Payment can be made by:

Cheque made, payable to Volunteer Development Scotland or BACS Transfers

3. Cancellations

Should circumstances mean that you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

Two to four weeks prior to the course – No charge

Less than two weeks prior to the course – 30% of the course fee

Less than one week prior to the course – 50% of the course fee

Failure to attend course without notice – 100% of the course fee

Cancellations must be notified to Angela McHale, this can be by a phone call followed up by an email to Angela at hello@volunteerscotland.org.uk

If there are insufficient bookings on a particular course VDS may have to cancel the course, in these circumstances you will be notified two weeks prior to the course taking place by email. If we are unable to reschedule the cancelled course you will be issued with a full refund.