

Terms & Conditions

When you complete and submit the course booking form, you are making us an offer to attend one or more training courses on the terms and conditions stated below. You can expect to receive a reply from us accepting your booking within 2 working days. When we confirm your booking, we are accepting your offer on these same terms and conditions. When we accept your offer, we have concluded with you a legally binding agreement subject to Scottish Law. We recommend that you print a copy of this page and retain this for your records.

Training Course Fees & Payment

Upon acceptance of your booking, we will send you an invoice by email. The invoice we send you is due for immediate payment. Payment is accepted in the form of electronic bank transfer - our full bank details are stated on the invoice. Alternatively payment can be made by cheque made payable to MDT International Ltd or by credit card. Any bank charges incurred in connection with payment in sterling must be added to payments.

Fees include your attendance at the relevant training course/s and the provision of a comprehensive training course manual plus lunch and refreshments during the training day. Fees **do not** include accommodation and living costs.

We reserve the right to deny admission to a course to any person who has not fully paid their course fee in advance of the course start date. In the event that a class becomes full or over-subscribed, priority will be given to bookings which are fully paid in advance of the course start date.

UK VAT - value added tax is charged at the statutory rate (currently 20%) on all courses held in the UK. MDT International's courses have officially been defined by HMRC as 'admission to an event', therefore everyone – both nationals and those from overseas - must pay the tax.

- Visitors from the EU: Under certain conditions, EU residents may be able to recover the UK VAT that they pay on our course fees and also on any other UK business expenses incurred. Please refer to the following HM Revenue and Customs (HMRC) website for guidance: ["EU businesses visiting the UK - getting VAT refunds"](#)
- Visitors from outside the EU: Under certain conditions, non-EU residents may be able to recover the UK VAT that they pay on our course fees and also on any other UK business expenses incurred. Please refer to the following link to the HMRC website for guidance ["Non-EU businesses visiting the UK - getting VAT refunds"](#)

Cancellations, Refunds, Transfers and Substitutions Policy

- The full course fee will be refunded providing that cancellation is notified a minimum of 30 days before course commencement.
- Cancellations notified less than 30 days before course commencement will be eligible for a 50% refund.
- Cancellations notified less than 7 days prior to the course commencement will receive no refund.
- In the event that you need to cancel a registration, we will offer the opportunity to transfer the booking to an alternative course. The participant will have **12 months** from the date of the original booking to either finalise a transfer or to provide company authorised bank details so that a refund can be processed.
- Our standard course transfer administration fee of £250 (& VAT, if applicable) will apply; however, this fee will not be applicable if notice of at least 30 days is provided before course commencement. Additional fees may apply depending on the specific circumstances and details of the transfer arrangement.

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- We are happy to accept substitutions for an individual registered to attend a course, there will be no charge but please ensure you notify us prior to the course commencement.

In the event that MDT International Ltd is unable, for any reason, to hold a course for which you have paid you shall be informed no later than 14 days prior to the start date of the course. In such an event, MDT International Ltd shall not be held liable for any direct or indirect costs incurred by those registered to attend. In such an event you shall be offered a full refund of any course fees paid to MDT International Ltd. Please keep our cancellation policy in mind when making airline reservations as we cannot be responsible for fees incurred for cancelling your ticket.

www.mdtinternational.com