

TERMS & CONDITIONS

Full payment for places on Level 1-3 courses must accompany the completed booking form. Places on courses will be allocated in the order that completed booking forms, with their appropriate payments, are received.

All payments will be acknowledged via email. Receipts will be issued for all payments upon the clearance of funds. Places on courses will be confirmed via email by no later than 10 working days prior to the first teaching session. If you do not receive the relevant acknowledgement, receipt, or confirmation, please contact The Centre directly.

Cancellation of a confirmed place will be accepted if written notification is received by no later than 30 working days prior to the first teaching session. An administration fee of \$1000.00 per student will be levied and the balance of course fees paid will be refunded. If notification is received later than 30 working days prior to the first session, no refund will be made.

Course fees will be refunded in full should the date of a course change unexpectedly and the student can no longer attend. Course fees will also be refunded in full should the required minimum number of students not be reached. Notification of this will be made in the 12 working days prior to the first teaching session.

The transfer of a confirmed place either to another identical course or to another student can be arranged if written notification is received no later than 30 working days prior to the first teaching session. An administration fee of \$800.00 per student will be levied irrespective of the difference in cost. No transfers or refunds can be arranged within the 30 working days prior to the first session. Please note: all transfers are subject to availability of places on the alternative course.

Examination dates are fixed within the timetable of each course and any requests to transfer to a different date will incur an administration fee of \$800.00 per student. All transfer requests must be received in writing at least 30 working days prior to the original examination date.

Students attending any teaching sessions are liable for full payment of course fees, irrespective of the number of sessions attended or of the results achieved.

Failure to attend booked examinations will result in subsequent examination fees. Re-sit examination fees are not included in the cost of any course.

Students must present photographic identification (passport, driver's licence, identity card) at all examinations and will be refused entry to the examination if this is not produced.

Copies will not be acceptable.

Bookings are processed on the understanding that all students have read and agreed to these terms and conditions. Please contact wset@mcwe-edu.com for any queries.