

Financial Terms and Conditions Level 5 Strategic Teaching Programme (DACRT60)

from July 2018

1. Please read this information carefully

It is the responsibility of the candidate to ensure that the terms and conditions for the course they enrol on are followed and that Dyslexia Action Training receives payment as instructed.

Please note: Each unit of this programme cannot be released to candidates until fees have been paid.

2. Candidate Responsibility

Candidates are responsible for ensuring the payment of all tuition costs even if the fees are paid for by a third party.

3. Payment Information

All payments must be made in Pounds Sterling (GBP).

All payments are subject to VAT.

The registration deadline is one week prior to the start of the course.

4. Payment Methods

Dyslexia Action Training accepts VISA, MASTERCARD or MAESTRO only. We are unable to accept any other forms of credit card.

Credit or debit card, cheque or bank transfer payment methods are accepted.

Please note there will be an additional fee of £25 plus VAT for any payments not made at the time of online registration by credit/debit card.

5. Programme Registration

The candidate will receive an email together with an invoice requesting payment. Payment must be made promptly to ensure a place on the course.

6. Candidate Cancellation

Cancellation is defined as a candidate leaving before they have started on the course.

6.1 Candidate cancellations must be made in writing by email to the course administrator at cpdmail@dyslexiaaction.org.uk. We are unable to accept notification of cancellations by telephone.

6.2 Table of Cancellation Charges

Once a candidate has cancelled **before** a course start date the following fee refunds apply:

Cancellation Made	Fee Refundable
Before the start date of the course	100% of course fee (less £25 plus VAT admin charge)

6.3 Candidates who cancel before a course starts may apply to study the course again but must pay the full fee at the time of registration.

7. Dyslexia Action Cancellation of Courses

Dyslexia Action reserves the right to cancel any course where candidate numbers are insufficient to allow it to run. In this case candidates will be offered places on an course or a full refund of fees.

8. Withdrawal from a Course

Withdrawal is defined as a candidate leaving a course which they have started before the programme is completed.

8.1 Candidate withdrawal must be made in writing by email to the course administrator at cpdmail@dyslexiaaction.org.uk . We are unable to accept notification of withdrawal by telephone.

8.2 Once a candidate has started a unit and then withdraws or fails the Unit then no refund will be made.

8.3 Table of Fees Refundable at Withdrawal

Once a candidate has started and then withdraws the following fee refunds apply:

THREE UNIT CERTIFICATE	
Withdrawal or Failure to successfully complete	Fee Refundable
First Unit: Any time	65% of the fee (less £25 plus VAT admin charge)
Second Unit: Any time	30% of the fee (less £25 plus VAT admin charge)
Third Unit: Any time	No refund

9. Course conditions

Each unit must be passed in order to progress to the next unit of the course. Participants who fail a unit within the Level 5 Certificate in Strategic Teaching Support for Dyslexia and Literacy course are not permitted to continue with the course. They will be given unit certificates for any units they passed.

10. Contact Details

For further help and advice on our Professional Development programmes and short courses please contact:

Dyslexia Action Training and Professional Development
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