

Terms & Conditions

Booking a Place

Places for courses are registered on a first-come, first-served basis.

Wherever possible, please apply at least six weeks before the course is due to take place, as low bookings after this time may lead to cancellation.

In the event of a course being cancelled due to low delegate numbers, the Advisory Service Kent will endeavour to give a minimum of ten working days notice to delegates booked on the course.

The course fee will include the following:

- a place on the training course;
- copies of resources and materials used on the course (on occasion a specific publication or piece of ICT software may be included in the course fee - this will be clearly advertised in the course outline);
- refreshments on arrival and during breaks in the course;
- lunch on full day courses.

Every attempt will be made to provide the courses in the form described in the course outline. In the event that there are significant changes (for example, date or venue) delegates will be notified in writing of the changes.

Commitment to Quality

ASK is committed to providing a high quality professional development and training programme, including:

- accessible venues
- expert course facilitators
- high standard of course content which is informed by relevant research and best practice
- sensitivity to the experience and needs of participants
- evaluation sheets so that improvement can be identified.

Charging Policy

Course fees are detailed in this brochure and on the course summary tab on-line. Schools are invoiced at the end of each month.

	Kent LA	Non LA	Subscriber
Primary Strategy	No Charge	N/A	N/A
Secondary Strategy	No Charge	N/A	N/A
PE Strategy	No Charge	N/A	N/A
LA Funded Courses			
Full day	No Charge	160	No Charge
Half day	No Charge	80	No Charge
Twilight	No Charge	80	No Charge
(CPD) LA Partially Funded Courses			
Full Day	80	160	N/A
Half Day	40	80	N/A
Twilight	40	80	N/A
ICT Partially Funded			
Full Day	140	280	N/A
Half Day	70	140	N/A
Twilight	70	140	N/A
Conferences Partially Funded			
	80	300	N/A
ITN Programme			
Full Day	80	160	No Charge
Half Day	40	40	No Charge
Twilight	40	40	No Charge
Governor Training			
Full Day	130	130	No Charge
Half Day	65	65	No Charge
Twilight	65	65	No Charge
Governor Conference	130	130	1 st place free

Cancellation Policy

Chargeable Courses (non funded and partially funded)

To reflect the fact that we are unable to recover costs already incurred for a booked delegate place, if a delegate cancels:

Time Prior to Course Start Date	Cost
More than 14 days	No Charge
8-14 days	50% of the course fee
0-7 days (including non attendance)	100% of the course fee

Non-Chargeable Courses (funded)

If a delegate cancels 15 days or less time prior to course start date or fails to attend a charge of £40.00 per session will be made.

Subscription Courses (ITN & Governor Training)

When a school is a subscriber, no cancellation charge is levied.