

Terms and 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 needed 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). Other materials may be available on our website to download;
- 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.

ASK Charging Policy 2009/2010

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 Academies & Non Kent			
	Kent LA	LA schools	Non LA	Subscriber
Primary Strategy	No Charge	120	N/A	N/A
Secondary Strategy	No Charge	120	N/A	N/A
PE Strategy	No Charge	120	N/A	N/A
LA Funded Courses				
Full day	No Charge	120	160	No Charge
Half day	No Charge	60	80	No Charge
Twilight	No Charge	60	80	No Charge
(CPD) LEA Partially Funded Courses				
Full Day	80	120	160	N/A
Half Day	40	60	80	N/A
Twilight	40	60	80	N/A
ICT Partially Funded				
Full Day	140	210	280	N/A
Half Day	70	105	140	N/A
Twilight	70	105	140	N/A
Conferences Partially Funded	80	120	300	N/A
ITN Programme				
Full Day	80	120	160	No Charge
Half Day	40	40	40	No Charge
Twilight	40	40	40	No Charge
Governor Training				
Full Day	130	130	130	No Charge
Half Day	65	65	65	No Charge
Twilight	65	65	65	No Charge
Governor Conference	130	130	130	1st place free

Cancellation Policy

All cancellations must be submitted in writing

Chargeable Courses (non funded and partially funded)	
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)	
Delegate cancels 15 days or less time prior to course start date or fails to attend	£40 per session
Subscription Courses (ITN & Governor Training)	When a school is a subscriber, no cancellation charge is levied

If delegates do not receive a booking confirmation at least two weeks prior to the date of the event, they should contact the Training & Development Team on 01622 203800. This is important because in the event of booking confirmation not being received (for example, due to being lost in the post) the charging terms and conditions still apply.

