

## **Global Security Limited Terms and Conditions**

### **1. Payment Terms**

A deposit of at least 20% must be made when booking a place on a course. Payment of the course fees **in full** must be made **no later than four calendar weeks** prior to commencement of the course booked. Please note that if payment is not received by the due date, Global Security Ltd reserves the right to charge a 10% surcharge for late payment. All goods and supplied printed material remain the property of Global Security Ltd until paid for in full.

In the event of the full payment not being made at that time, the place reserved on the course may be deemed null and void and any deposit paid will be retained by Global Security Ltd to cover the cost of administration and/or course materials. No VAT is applicable.

### **2. “Train To Gain” London Leadership and Management Funding**

Please note that if applying for funding under the Train to Gain Leadership and Management Scheme, it is the personal responsibility of the candidate to ensure that their training starts **within 90 days of funding approval being applied for**. In the event of this deadline being exceeded, then the Funding Application and Course Booking will be deemed null and void and the funding will have to be re-applied for and the course re-booked in the usual way.

### **3. Cancellation Terms**

In the event of cancellation of the booking by the candidate, the following cancellation fees will be applicable:

More than 10 working days' notice: 50% of Course Fees Paid refundable; less than 10 or 10 working days' notice: 100% of Course Fees Paid refundable

In the event of the course being cancelled or rescheduled by Global Security Ltd, then the following refunds are applicable:

More than 10 working days' notice: 50% of Course Fees Paid refundable; less than 10 or 10 working days' notice: 100% of Course Fees Paid refundable.

Cancellations and changes by candidates must be made in writing to Global Security Ltd at: [admin@gs-ltd.co.uk](mailto:admin@gs-ltd.co.uk)

Email: [admin@gs-ltd.co.uk](mailto:admin@gs-ltd.co.uk)

Web: [www.gs-ltd.co.uk](http://www.gs-ltd.co.uk)