

Booking conditions

All bookings are made with Apex Training

To book a place, complete the Booking Form and send electronically or post the PDF download to Apex Training along with full payment for the course.

Booking forms sent without a full payment are provisional and will only be held for one week.

On receipt of your deposit, you will receive confirmation of booking, course information will be sent within three weeks of the course start date.

The final balance of the cost of your booking should reach Apex Training no later than 30 days before the start date. If the balance is not received by the specified date, we reserve the right to cancel your booking and your deposit will be forfeited.

Payments can either be made by cheque or online or via PayPal. We are charged a fee by PayPal and this is added to the course fee for online payments. If you are not happy paying the extra please pay by cheque made payable to 'Apex Training'.

Notice of cancellation must be given in writing.

Should you cancel, the following scale of charges will apply:

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30 days or more before the course starts - £20 admin fee will be charged

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14 days or more but less than 30 days before the itinerary starts - 75% of total price

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Less than 14 days before the itinerary starts - 100% of total price

Cancellation charges may be covered by your insurance provided the reason for cancellation falls within the terms of their policy.

We reserve the right to cancel any course if there are insufficient numbers. If the course you have booked is cancelled, you will be given the opportunity to transfer at no extra charge. We will make a full refund if other dates are unsuitable.

Apex Training will not be responsible for any illness, injury or death, nor will they be liable for any uninsured loss of personal property.

For all bookings, you are advised to have insurance that covers you for all of the activities to be undertaken.