

Please read the course information carefully, ensure that you are satisfied with the venue, fee and suitability of content prior to booking.

Participation Fee The participation fee is due upon online registration.

Payment Policy A participant's place is secured on payment of the course fee only. We accept payment by cash, cheque and online credit card booking. We reserve the right to refuse admission to a course if (a) payment has not been received prior to the course start date (b) if the course is not suitable to you.

Cancellations Policy - In the event that a course or event is cancelled for any reason, participants will be notified prior to the commencement of the course and a full refund will be issued. - All cancellation requests should be made to our office. The following conditions apply to course cancellations:

- 100% return of course fee if sufficient notice from the participant (i.e. not less than 5 working days.)
- 75% return of course fee if the participant notifies us 48 hours prior to the commencement of the course.
- No refund if the participant does not notify us at least 48 hours prior to the commencement of the course.

Participant Substitution - The substitution of a participant can be made at any time without penalty.

Enquiries - Please [contact us](#)

Returns Policy

Once a course has been paid for our policy on returns is as follows:

- 100% return of course fee if sufficient notice from the participant (i.e. not less than 5 working days.)
- 75% return of course fee if the participant notifies us 48 hours prior to the commencement of the course.
- No refund if the participant does not notify us at least 48 hours prior to the commencement of the course.

Online Booking & E-Payments

- The Local Enterprise website facilitates online booking of its events.
- Personal information is sent securely using Secure Sockets Layer (SSL) software.
- Electronic payments are handled by Realex.
- At no time is credit/debit card information stored on our servers.