

Training Terms and Conditions

Booking Confirmation

Please email completed form back to training@sloughcvs.org.uk as bookings will only be made once we have received it.

Alternatively you can send your form back by: Post: SCVS, 27 Church Street, Slough, SL1 1PL Fax: 01753 578243

Once we have received your booking form we will check availability and email you to let you know if you have a space on the training course of your choice.

The course details will be sent via email two weeks before the training.

Please ensure that you add your email address to the booking form as to save time and money we use emails for all training correspondence.

Multiple Group Bookings

Course bookings are limited to 2 places per organisation and in the case of popular courses places are limited to 1 per organisation. Please call [01753 524176](tel:01753524176) for further information.

Cancellations

Please note all cancellations will incur a minimum £15.00 admin fee.

Cancellations must be received in writing at least 10 working days before the start of the course.

There is a charge of £50.00 for cancellations received within 10 working days before the training.

Course Attendance

If you do not think you will be able to stay for the whole duration of the course please do not take up a place. By doing so you will be denying the opportunity to another participant - please be considerate.

We encourage participants to be on time for all courses. It is the discretion of the trainer if late comers are admitted after 15 minutes.

Behaviour

SCVS expect all participants to behave politely. SCVS reserves the right to exclude any participants from future courses if they are disruptive or abusive to fellow participants or the trainer.

All participants must adhere to the housekeeping rules detailed at the beginning of each training session.

Complaints

If you do have a complaint about any element of the course (including the trainer) please contact the Chief Officer of SCVS who will take appropriate action.

Training Fees: Majority of our training is free to SCVS member organizations and voluntary organizations serving Slough. There is a charge of £50.00 for Voluntary Groups outside Slough and the local statutory sector. For all others there is a minimum charge of £100.00 per person per day.

