



## Terms and Conditions

Places on each course are limited and will be allocated on a first come first served basis. Payment must be made in full at the time of booking.

All courses are non-residential. Fees will not be refunded if a cancellation is made within the 30 days prior to the course commencing. Cancellation before this time will incur a 20% administration charge.

All cancellations must be made in writing.

Booked places can be transferred to another person (no charge).

Onswitch Ltd reserves the right to alter the programme, date, venue and speakers should this become necessary. In the event of cancellation of a course by Onswitch Ltd, course fees will be refunded in full. Onswitch Ltd will not be liable for travel, accommodation or any other expenses incurred by delegates.

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