



Corporate Training Services Terms and Conditions

Introduction

- These Terms and Conditions (“T&Cs”) govern the provision of corporate training sessions and talks (collectively, “Training”) offered by Autism Guernsey (“we”, “us”, “our”) to corporate clients (“Client”).
- By booking our Training, the Client agrees to be bound by these T&Cs.
- These T&Cs apply specifically to corporate training services, such as Autism Awareness training, and talks, such as “Lunch and Learn” events, and do not cover other services provided by us.

Booking and Confirmation

- Training is booked via email.
- A booking is confirmed once the Client receives a confirmation email from us.
- Training dates are subject to availability until a confirmation email is sent.

Fees and Payment

- Fees for the Training will be agreed upon at the time of booking and confirmed in the invoice.
- Fees are quoted in GBP.
- Invoices will be issued upon confirmation of the booking.
- Payment terms are within 30 days of the invoice date.
- Late payments may incur interest charges of 2% per month on the outstanding balance.

Cancellation and Rescheduling

- **Notice Requirements:** All cancellation or rescheduling requests must be submitted in writing to both the training manager (the person who confirmed the booking) and our general office email at office@autismguernsey.org.gg. Requests must be made at least 7 days before the scheduled Training date to avoid fees.

- **Cancellation Policy:** Cancellations made more than 7 days before the scheduled Training will incur no penalty. Cancellations made less than 7 days before the scheduled Training will incur a cancellation fee of 50% of the total fee.
- **Rescheduling Policy:** Rescheduling requests made less than 7 days before the scheduled Training will incur a rescheduling fee of 25% of the total fee.

Client Obligations

- **Venue and Equipment:** The Client must provide a suitable environment for the Training. For Training that includes a presentation, the Client must provide equipment, including a projector and screen or a TV with speakers connected to a laptop. Presentations will be shared in advance for testing to ensure compatibility.
- **Printed Materials:** Where required, the Client is responsible for printing and providing any materials at the Training. We will provide details of any necessary materials in advance.
- **Pre-Training Assessment (Training Sessions Only):** For training sessions (not talks), the Client must circulate a brief pre-session questionnaire to staff. This helps assess current knowledge and identify needs. The questionnaire link will be provided by us.

Our Obligations

- We will provide experienced and qualified trainers to conduct the Training.
- We will deliver the Training in accordance with the agreed content and schedule.
- We will make reasonable efforts to accommodate any specific needs of participants, if informed in advance.

Liability

- We will not be liable for any indirect or consequential losses arising from the provision of the Training.
- Our total liability under these T&Cs will not exceed the total fees paid by the Client for the Training in question.

Confidentiality

- Both parties agree to keep any confidential information disclosed during the Training confidential and not to use it for any purpose other than the Training.

Amendments

- We reserve the right to amend these T&Cs from time to time. Any amendments will be notified to the Client in writing.