



## **Terms and Conditions:**

### Participants:

I will bring sturdy footwear with me to the workshop.

I understand that there may be material costs depending on my chosen project – and chosen course - which I will pay before the end of the current 6 week term or by the invoice due date, whichever is earlier.

I am able to commit to attending all sessions. If I am not able to attend a session at short notice I will let the tutor know.

For Carpentry for Women ongoing sessions only: If I know in advance that I won't be able to attend, I will let the tutor know before the start of the new half-term. Up to one session may be able to be offered as a catch-up in the following block or by arrangement.

I understand that tools can cause injury if misused or used incorrectly. I will follow all safety instructions given to me by the tutor. I take full responsibility for my own safety and well-being while attending TouchWood South West courses. Whilst TouchWood South West takes every possible precaution to avoid injury or risk thereof and provides thorough health and safety briefings, we will not accept liability for any injury caused.

### **Cancellation Policy:**

If you are unable to attend your booked course or workshop and it's more than 6 weeks in advance of the start date, we will offer a refund of the course cost - minus a 10% booking fee, which we will have already incurred for online payment processing.

If it's more than 21 days in advance of the start date, then we can offer a transfer to the same course on an alternative date, providing there are places available or a course is planned for the future. If cancellation is within 21 days of your course or workshop I'm afraid we are unable to offer a refund or transfer. We do appreciate that sometimes unforeseen circumstances may mean that you can't attend so we are happy for you to send along a friend to take your place. We will need their name and contact details prior to the course or workshop.