

TERMS AND CONDITIONS FOR INDIVIDUAL APPLICANTS

Abbreviations:

HA = Host Administrator LLT = Later Life Training

Individual applicants = Self-paying or other local funding applicants recruited through LLT

Course Dates and Applicants:

An *individual applicant* is either placed on a pre-arranged/pre-booked course organised by a HA **or** is placed on an LLT course comprising solely *individual applicants*.

1. A completed online booking form is required to secure a booking on a course. The booking form must be received at least two weeks before the start date of the booked course. Once confirmed in writing, course dates will only change for exceptional reasons. *Individual applicants* will be informed by LLT of any course date changes as soon as these occur. If the individual applicant cannot attend the rearranged dates they, or their funder, will receive a full refund of any course fees paid.
2. A minimum of 8 applicants is required to run a course. In the event that LLT do not receive the sufficient number of bookings to run a course, LLT reserve the right to defer or cancel course dates. If this does occur, individual applicants, or their funder, will receive a full refund of any course fees paid.

Candidate Eligibility and Application:

3. The Individual Applicant undertakes to check that they meet the eligibility criteria to undertake the course (see LLT Website). LLT will advise on eligibility, if requested.
4. LLT will offer support to candidates with individual learning needs and/or medical conditions. It is the candidate's responsibility to inform LLT of any individual needs on their booking form so that appropriate support, **within reason**, can be provided. For any learning needs, a professional report **must** be submitted with the booking form.
5. The Individual applicant is responsible for providing LLT with a completed booking form at least **two** weeks before the course commences. Insufficient notice of the Individual applicant's details **may** result in late arrival of course joining instructions (refer to Item 6 below).
6. LLT will send out course joining instructions, by email, to all *individual applicants* at least **two** weeks before commencement of the course.
7. **Substitution** of *individual applicants* is permitted but it is the responsibility of the *individual applicant* to re-allocate any received documentation to the substitute applicant. It is also the *individual applicant's* responsibility to advise LLT of the substitute applicant's name and contact details. LLT **cannot** take responsibility for late arrival of joining instructions to the new *individual applicant* if the substitution is within two weeks of course commencement.

Fees, Cancellation & Deferral:

8. The full course comprises of 1 face-to-face day.
9. The full course cost includes all administration, handouts, resources and certification. **They do not cover any travel, subsistence or accommodation costs for Individual applicants. All Individual applicants must inform LLT at time of booking, if their funder is part of a SHARED BUSINESS SERVICE and supply a Purchase Order number.**
10. LLT will issue an **invoice** to *individual applicants* booked onto the course. Payment **must** be received by LLT before the course commences, unless otherwise agreed by LLT. If payment is not received by this time, LLT reserve the right to withhold certification.

11. If, after booking, an individual applicant defers their place to a later course, a **£20** admin fee will be charged to transfer the place.
12. **Cancellation** of a course booking by an *individual applicant* will incur a cost, which will be on a sliding scale. Cancellation with **more than two weeks'** notice by an *individual applicant* will result in a refund, less an administration fee of £20. **Cancellation** with **less than two weeks'** notice by an *individual applicant* will result in the applicant still being liable for the **full course fee**. Cancellation, with less than two weeks' notice, for medical reasons will be accepted only with a signed MED 3 Certificate and a refund will be made less an administration fee of **£20**. Medical certificates **must** be received by the LLT Office **before** the course start date. Backdated Medical Certificates, letters or notes that do not confirm that the named person was examined will not be accepted.
13. *LLT* will issue an **Attendance Certificate**, within **four** weeks of the end of the course, to all candidates who attended the course.
14. *LLT* will automatically generate a user account/profile for each individual candidate which can be accessed via the LLT Website. This account/profile will be private to the individual applicant, however we encourage you to make this public on the online LLT Instructor Directory.

Accompanying Documents to be read with these Terms and Conditions:

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| <ul style="list-style-type: none">• "Motivate Me Course Flyer" |
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Date of Issue of these Terms and Conditions – August 2019.

Later Life Training Ltd reserve the right to change and re-issue these Terms and Conditions at any time.