

### Abbreviations:

*HA* = Host Administrator    *LLT* = Later Life Training    *Host applicants* = applicants recruited and paid for by the HA  
*Individual applicants* = applicants recruited by LLT

### Course Dates and Applicants:

1. Before any course arrangements can commence, *LLT* must receive a completed “Course Booking Form” and Deposit to secure the booking of a course. On receipt of a completed “Course Booking Form” and Deposit, *LLT* will then commence course arrangements including the setting of a course date.
2. The date for a Chair Based Exercise Course CPD Day is negotiated between the *HA* and *LLT*. Please note that any dates discussed between the *HA* and *LLT* will only be provisional and will remain so until *LLT* receive a completed “Venue/Equipment Details form. This form must be received at least **eight** weeks before the start date of the booked course. Once confirmed in writing these dates will not change without the agreement of both parties and only for exceptional reasons. However, *LLT* reserve the right to defer or cancel course dates if the *HA* cannot fill their “booked” places and course numbers are low.
3. A maximum of 24 applicants is permitted on a course. If the number of *Host applicants* recruited by the *HA* is less than 24, *LLT* reserve the right to ‘top up’ the course with appropriate *individual applicants* recruited by *LLT*, up to a maximum of 24. The normal maximum of 24 applicants will only be exceeded by agreement between the *HA* and *LLT*.
4. It is the responsibility of the *HA* to inform all host applicants of course date, times and venue details at the point of recruitment, and to ensure candidates are aware of the commitment requirements for **full attendance** of the course.

### Facilities and Equipment:

5. The *HA* is responsible for the **arrangement and payment** of the course venue and the provision of adequate venue equipment and facilities. Venue rooms **must** meet the minimum size requirement, regardless of the number of applicants the *HA* is putting on the course, to allow for maximum course numbers. Room sizes may be negotiable between the *HA* and *LLT*, but **must** be discussed and clarified before a course date can be confirmed.
6. The *HA* **must** complete and return the “Venue/Equipment Details form” at least **eight** weeks before the course date. Until this form is received by *LLT* and the venue **cleared as suitable to host the course**, the course date will remain provisional. If this form is not received by *LLT* by this time *LLT* reserve the right to reschedule dates as necessary.
7. Please note the venue rooms must be open from 8.30am to 5.00pm on the course day and the *HA*, or a representative, **must** be present to welcome *LLT* course tutors and delegates.

### Candidate Eligibility and Application:

8. *LLT* will offer support to candidates with individual learning needs and/or disabilities. It is the candidate’s responsibility to inform *LLT* of any individual needs on their application form so that appropriate support, **within reason**, can be provided. For any learning needs, a professional report **must** be submitted with the application form.

9. The HA is responsible for providing LLT with the Application Forms for their own *Host applicants* at least **four** weeks before the course commences. Failure to supply this information, at least **four** weeks before the course date, **may** result in course cancellation and loss of deposit. Insufficient notice of the HA applicant details **may** result in late arrival of course joining instructions (refer to Item 10 below).
10. LLT will send out course joining letters, which includes a venue map, to all *Host applicants* and *individual applicants* at least **two** weeks before the course date.
11. **Substitution** of *Host applicants* is permitted but it is the HA responsibility to ensure that a new "Application Form" is completed and sent to LLT as soon as possible; the HA is also responsible for arranging any required re-allocations of course joining instructions. LLT **cannot** take responsibility for late arrival of joining instructions to the new *Host applicant* if the substitution is within two weeks of course commencement.

#### **Fees, Cancellation, Deferral and Referral:**

12. The full course comprises of 1 day. The cost of this day is £1000 plus VAT, regardless of how many host applicants attend up to the maximum of 24. Applicants can be substituted at any time by the HA to ensure all course places are used (please refer to point 11 above).
13. The full course cost includes all administration, handouts, resources and certification. **They do not cover any travel, subsistence or accommodation costs for Host applicants. All HA must inform LLT at time of booking, if their funder is part of a SHARED BUSINESS SERVICE and supply all Payable Code details.**
14. The HA will ensure a **non-refundable deposit**, of £200, is paid at the time of booking the course. LLT will be responsible for obtaining deposits, by Invoice, from all *individual (LLT) applicants*.
15. LLT will issue an outstanding balance **invoice, minus paid deposit**, to the HA for the *Host applicants* booked onto the course. Final **outstanding payments** are to be received by LLT at least **two** weeks before the commencement of the course. We reserve the right to cancel the training if full payment is not received before the commencement date.
16. **Cancellation** by the HA of a booked course will incur a cost, which will be on a sliding scale. Cancellation with more than 2 months notice from course start date will incur an administration charge of £100. Cancellation with between 1 month and 2 months notice from course start date will incur an administration charge of £300. Cancellation with between 2 weeks and 1 month notice from course start date will incur an administration charge of £500. Cancellation with less than 2 weeks notice from course start date will result in the **full course fee** being paid.

<b>Accompanying Documents to be read with these Terms and Conditions:</b>
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| <ul style="list-style-type: none"><li>• 'Course Booking Form'</li><li>• 'Venue/Equipment Details Form'</li></ul> |
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*Date of Issue of these Terms and Conditions – January 2012*

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