

Terms and conditions of booking a workshop

- 1) The Provider shall be Simply Handmade too Limited, Stour Valley Business Centre, Brundon Lane, Sudbury, Suffolk CO10 7GB.
- 2) The Student shall be the person who completes the booking form overleaf.
- 3) The Student shall pre-book the course of their choice and payment shall be made in full at the time of booking. The Provider is unable to hold a place until payment has been made in full.
- 4) All confirmed Students will receive a booking confirmation by e-mail as payment of the booking fee does not constitute acceptance of a place on a workshop. Should the Student not receive this within 7 days prior to the workshop date, then the Student must contact the Provider to ensure that there are no problems.
- 5) For your security, the Provider will not accept cancellations by phone. If the Student wishes to cancel or postpone a workshop the Student must indicate in writing or via e-mail to too@simplyhandmade.co.uk
- 6) Should the Student need to cancel their place on a workshop, then the Student must give at least 14 days notice prior to the workshop date in order for the Provider to re-fill that space. If the space is refilled, then the Student will receive 100% refund of the booking fee paid; if the space is not refilled the Student will forfeit their booking fee.
- 7) Should the Student give cancellation notice less than 14 days prior to the workshop date the booking fee will be repaid by the Provider only if the Provider can re-fill that space. Should the Student give notice less than 7 days prior to the workshop date, then there will be no refund to the Student of fees paid whether the space is refilled or not.
- 8) Should the Provider need to cancel the workshop due to insufficient numbers, the Student will firstly be offered an alternative workshop. If 2 attempts to place the Student on an alternative workshop have failed, then the Student shall be refunded their booking fee in full.

01787 827117

too@simplyhandmade.co.uk