

## WSET® Level 4 **Booking Conditions**

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Full payment (or initial deposit + completed standing order mandate\* where applicable) must accompany the booking form – we do not accept provisional bookings and places will only be confirmed once payment is received. Bookings will only be accepted on valid forms with signed/agreed student declaration and the required authorisation for invoice request bookings for account holders. \*Standing Order bookings – students must provide a credit card number on the booking form which will be used to complete payment in full if an agreed instalment payment is not made.

Cancellations of confirmed places are accepted up to 10 working days prior to the start of the course. An administration fee of £25.00 plus the full cost of the study materials supplied will be deducted and the remainder of the course fee refunded to the payee.

Transfers of a confirmed booking either to another course or applicant can be made up to 10 working days before the course start date on payment of a £25.00 admin fee + the cost of any additional study materials which may be applicable. Any transfer request made to take account of the allowed 'gap year' within the three year registration period will incur the difference in course fees if relevant.

If a confirmed course booking is cancelled during the ten working days prior to the start of the course, or at any time after the start of the course, no refund or transfer of the course fees will be made.

Examination dates are fixed to the course onto which you book and cannot be transferred unless for reasons included in the extenuating circumstances policy – details available from Student Services. Additional charges may apply to requests submitted under this policy.

Course fees will be refunded in full if the London Wine & Spirit School changes a course date or cancels a course if enrolments do not reach the required minimum numbers – notification will be made in the 10 working days prior to the planned start date of the course.

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