



## Booking Terms and Conditions

All Scottish Council of Independent School (SCIS) bookings are subject to the following terms and conditions:

### Delegate fees and course payments

Delegates fill out the **Book Event** form on our website and can include a Purchase Order number. Invoices will be sent out before an event and bookings are not secured until payment is received. Invoices must be settled within 7 days.

### Discounted fees for SCIS members

SCIS is pleased to offer SCIS member schools a discounted fee. If you are a SCIS member school, please ensure you select the "Member" option on the booking form.

An invoice will be issued in all cases and for member schools, will be sent to the school finance office; although this can be directed to another contact in the school if required. This will specify the name and date of the event, the name of delegate(s) and a SCIS invoice number. This invoice number should be quoted when payment is made.

Repeated non-payment of course/conferences fees may result in disqualification from attending future Professional Development events until invoices are settled.

Payment should be made by BACS please send to:

Bank Account Name: Bank of Scotland

Account No: 00828067

Sort Code: 80-41-21

All delegate fees quoted are exclusive of VAT, which is not applicable.

### Cancellation by a delegate

Bookings may be cancelled in writing by post, by telephone or by e-mail to [kirsten.hamilton@scis.org.uk](mailto:kirsten.hamilton@scis.org.uk). Our cancellation terms are:

Cancellations received less than 5 days before the course date will not qualify for a refund.

## Transferring a course place to a colleague

A delegate who finds they are unable to attend a course for which they are registered may transfer the place to another colleague within their school. Please contact [kirsten.hamilton@scis.org.uk](mailto:kirsten.hamilton@scis.org.uk) via email or telephone to arrange this. You will need to provide the name, contact details and any special dietary requirements (not applicable if the course is delivered online) or other specific requirements of the colleague who will be attending.

## Transferring to another course

Delegate fees are not transferable from one course to another, and any refund of fees will follow the cancellation terms above.

## Cancellation by SCIS

SCIS reserves the right to alter the advertised schedule of courses, which may in exceptional circumstances include cancellation of a course (for example if take-up is low, if a speaker is ill, or in extreme weather conditions). Under these circumstances, a full refund of the course fee will be provided where delegates are unable to attend any alternative date(s) offered for the course or conference.

Online courses/conference – should technical issues arise on the part of SCIS that prevent the course/conference from being delivered; then every attempt will be made to reschedule the course, where possible. If rescheduling is not possible, a refund will be given.

In the event of a course being cancelled, SCIS will refund fees but cannot accept liability for the reimbursement of delegates' travel expenses.

## Course content and programme schedule

SCIS reserves the right to alter or amend the advertised content of any course without notice in order to improve quality or due to circumstances beyond our control. SCIS will not be liable for any losses or expenses, including consequential, arising from any such alterations or amendments to the programme content and schedule including cancellation.

## Venues

On rare occasions it may be necessary to change venue. Should this arise, SCIS will provide a comparable venue within the same area and will inform all delegates of the venue change.

## Personal data

SCIS will process the personal data of programme and event delegates in order to administer and deliver courses and events. This will include sharing names, job titles and schools as part of a 'delegate list' with other delegates and those delivering sessions. This data is stored securely in our online booking system hosted by Wyoming, and in Microsoft SharePoint.

## Waiting lists

Where programmes or events are fully booked and additional registrants are placed on a waiting list, priority will be given to registrants from SCIS schools should further places become available.

## How to contact us

Scottish Council of Independent Schools

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Edinburgh

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UK

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