

SAFETY MANAGEMENT SERVICES (IoM) LIMITED

TRAINING COURSES TERMS AND CONDITIONS

In applying to register for attendance on a training course delivered by Safety Management Services (IoM) Limited, it is a condition that an individual delegate, or senior management representative of an organisation procuring training provision (both parties hereinafter referred to as the *candidate*) acknowledges that these terms and conditions constitute contractual obligations.

1. The fee quoted for the training to be supplied will be subject to VAT.
2. On receipt of the course application form an invoice will be sent to the candidate for immediate payment of the course fee in full to Safety Management Services (IoM) Limited. No candidate training or examination re-sit provision will commence until receipt of fee(s) due. See number 5 below.
3. Courses will be delivered subject to requisite number of candidates being registered.
4. If awarding body pre-qualification requirements for admission to a course is not met by a candidate, Safety Management Services (IoM) Limited reserves the right not to register the individual concerned.
5. Fees are to be paid 30 working days prior to the course start date. Prior payment is to enable the purchase of course workbooks, assessment materials, preparation of handout materials and registration of candidates with an awarding body, i.e. NEBOSH, IOSH or CITB and payment of their examination fees and course certification.

Strict requirement: Unless Safety Management Services (IoM) Limited has given written confirmation to a candidate concerning payment of fee not being in accordance with this conditional requirement, any fee (in total) not paid 30 days prior to the course start date will not permit the candidate to attend the course. Course workbooks will not be purchased and candidate registration will not take place. Late entries will not be accepted.

6. Cancellation of attendance on a course will not entitle a candidate to a full refund of fees paid. An exception to this condition is where absence is due to a candidate's unexpected personal circumstances and the matter is confirmed in writing to Safety Management Services (IoM) Limited for consideration. It will be acceptable for a substitute candidate to attend subject to relevant details being forwarded in writing to Safety Management Services (IoM) Limited 15 days in advance of the course start date.
7. On payment of fees due in full, Safety Management Services (IoM) Limited will issue a receipt together with a copy of the course application form to enable the candidate to apply to the Department of Economic Development with regards eligibility for grant support through the Vocational Training Assistance Scheme (VTFSS).
8. Safety Management Services (IoM) Limited will not be held liable in the event of a candidate's application for grant support through VTFSS not being successful.
9. Safety Management Services (IoM) Limited reserves the right to alter these terms and conditions as may be necessary.
10. Safety Management Services (IoM) Limited reserves the right to review course fees periodically and provide prior notice to candidates of increases where appropriate.

11. Safety Management Services (IoM) Limited will not be held liable for the cancellation of a course prior to the start date due to circumstances beyond the company's control. Where the candidate has paid the course fee in accordance with (5) above, reimbursement will be made in full.
12. Where a candidate is referred in an examination result, the candidate is responsible for paying written/practical examination re-sit fees, invigilation and administration costs incurred by Safety Management Services (IoM) Limited in making provision for the examination to be undertaken. Fees are to be paid in accordance with No.2 above.
13. In the event of non-attendance at an examination the candidate's examination fee, where paid by Safety Management Services (IoM) Limited to an awarding body as part of the course fee, will not allow the candidate to be eligible for reimbursement of the examination fee.