

TERMS AND CONDITIONS FOR CABA COURSES

Booking

You can book online at <http://www.caba.org.uk/training/courses/> or email training@caba.org.uk. Occasionally CABA may exercise a fair process of prioritisation to make sure that as many ICAEW members can attend as possible. If the course is oversubscribed you will put on a waiting list.

We reserve the right to alter the course content, the trainer or both for reasons beyond CABA's control.

Booking confirmation

Once we have processed your booking we will send you a confirmation email. Joining instructions will be sent two weeks before the course, including an outline of the day and venue details. If you have not received your joining instructions three days prior to the course please phone + (0) 1788 556366.

Cancellation

If you are unable to attend your course we ask that you notify CABA as soon as possible so your place can be offered to someone else.

Cancellation by CABA

Where circumstances dictate, CABA reserve the right to alter published programmes, trainers or venues without prior notice. In the event of a course being cancelled CABA will make every effort to book delegates onto another course as soon as possible.

Course transfers

Requests to transfer your booking must be made in writing and can be sent by email to training@caba.org.uk

Special requirements

CABA will make every effort to accommodate special requirements that have been notified in advance. If you have any special requirements for example access needs or diet, please let us know by emailing training@caba.org.uk as soon as possible.

Dress code

Dress code is smart casual.

Copyright and intellectual property rights

CABA own the intellectual property rights of all course material including all presented material and workbooks.

Confidentiality

All personal information shared on training courses should remain confidential.