



Course Terms & Conditions

Rev 01.03.17

1. Courses

- a) UK Pro-Align courses will be held at:
The Old Orchard, Towcester Road, Greens Norton, Towcester NN12 8AN
- b) It is the responsibility of the company requiring training to book online at www.pro-align.co.uk/courses unless they do not have internet access then must be booked directly to our Sales Administration team on 01327 323007.
- c) All booked courses must be paid for in full or voucher codes redeemed before attendance.
- d) Travel and accommodation is at attendees own cost
- e) Courses will run from 0915 through to 1700 with regular breaks (Finish time may vary dependant on number of delegates and assessment time.)
- f) Lunch is provided – Please advise of any dietary requirements no later than 15 days prior.
- g) Pro-Align will reconfirm attendance a minimum of 15 days prior to course commencement date.

2. Cancellation Policy

Up to 15 days prior Course date, you may either rebook on an alternative date or receive a full refund.

8-14 days prior – 50% of course cost is refundable or £50 amendment fee per delegate to book on alternative course. An amendment/cancellation fee of £50 is applicable to all voucher code users

Up to 7 days prior – Course fees are non-refundable. Cancellation of Voucher code places renders voucher code invalid and will be charged amendment/cancellation fee rate.

3. General

- a) The vouchers code can be used for additional training of existing staff, extending their alignment knowledge, or alternatively, one or more may be held back to train new members of staff. Any combination of these options is also allowable
- b) Voucher code is strictly non-transferable and non-refundable against either purchase of equipment, service charges or onsite training.
- c) Non voucher holders or for additional delegate places required will be charged at the relevant course rate as published.
- d) For Ireland voucher holders – IMI QAA qualification course is only available at the Training approved centre in Greens Norton, Towcester, Northampton UK. Vouchers may be redeemed against the Pro-Align certification Wheel Alignment Fundamental course or Advance training course held in our Dublin facility. These are booked subject to demand – so attendees should register interest and when dates are released, our team will contact you to confirm date and attendance.



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