

Terms and Conditions

- Please do not send any payment with this booking you will be invoiced before the event once we receive your booking. Please indicate on the booking form if you would like to pay by credit or debit card.
- **All cancellations must be made in writing. Once a booking has been made, there will be an administration charge of £50 per delegate for cancellation of that booking (any cancellation must be made 10days before the course commences). Cancellations made after the course commences will still incur the full fee.**
- CIH will not be liable for reimbursing delegate fees if delegates are not able to complete the course.
- Joining instructions (JI) will be sent out before the course commences by career innovation. If you decide not to attend an event because you have not received JI's you will not be eligible for a refund. Please contact us if you have not received your registration details.
- Purchase order numbers are required at the time of booking if your organisation requires you to provide one. Failure to do so or the provision of an incorrect PO number will not invalidate our payment terms.

Cancellation of events

- CIH may have to cancel an event. In cases of cancellation other than due to Force Majeure or acts of God, we will refund any payments made and received in advance. CIH will not refund any other costs you may incur as a result of this cancellation

Data Protection Act 1998

In making this booking your contact details will be stored on our database. We will use this data for the purposes of processing your booking, and to contact you in the future with information about other CIH courses and products that may be of interest to you. If you would prefer not to be informed of CIH products please tick this box.

Your data will be processed in accordance with the Data Protection Act 1998.

We deliver this course in partnership with career innovation, by filling this booking form; you are agreeing to share your details with them. However, they will only be used for the purposes of the course administration and will not be shared with other 3rd party organisations.

Limitation of liability

- Under no circumstances shall CIH be liable for any indirect, incidental, special, consequential or exemplary damages arising from this terms and conditions, including loss of profits or lost revenues, business interruption or loss of business information or otherwise, even if it has been advised of the possibility of such damages. The limitations of this section do not apply to the extent damages or losses are caused by CIH's intentional or grossly negligent conduct.
- In all cases in which CIH is liable to pay damages, CIH's aggregate, cumulative liability under or in connection with this terms and conditions shall not exceed the total amount of the delegate fee.
- CIH accepts no responsibility for any loss incurred whilst using material or information gained during the course.

All CIH members are entitled to receive the discounted rate as indicated. If you are not currently a CIH member and would like to benefit from this discount please contact Membership services on 024 7685 1700 or email membership.services@cih.org or visit our website www.cih.org/membership

By submitting this booking you agree to these terms and conditions.