



# Corporate Training Services Terms and Conditions

## Introduction

- These Terms and Conditions ("T&Cs") govern the provision of corporate training services ("Training") offered by Autism Guernsey ("we", "us", "our") to corporate clients ("Client").
- By booking our Training, the Client agrees to be bound by these T&Cs.
- These T&Cs apply specifically to corporate training services and do not cover other types of training provided by us.

## Booking and Confirmation

- Training is booked via email.
- A booking is confirmed once the Client receives a confirmation email from us.

## Fees and Payment

- Fees for the Training will be agreed upon at the time of booking and confirmed in the invoice.
- Invoices will be issued upon confirmation of the booking.
- Payment terms are within 30 days of the invoice date.
- Late payments may incur interest charges at 2% per month on the outstanding balance.

## Cancellation and Rescheduling

- Cancellations or rescheduling requests must be made in writing to both the training manager (the person who confirmed the booking) and our general office email at [office@autismguernsey.org.gg](mailto:office@autismguernsey.org.gg).
- Cancellations made more than 7 days before the scheduled Training will incur no penalty.
- Cancellations made less than 7 days before the scheduled Training will incur a cancellation fee of 50% of the total fee.
- Rescheduling requests made less than 7 days before the scheduled Training will incur a rescheduling fee of 25% of the total fee.

## Client Obligations

- **Equipment and Setup:** The Client must provide a suitable training environment, including a projector and screen or TV with speakers connected to a laptop for the presentation. The presentation will be provided in advance for testing to ensure compatibility and proper setup.
- **Print Materials:** Where a session requires printed materials, the Client is responsible for printing and providing these materials at the session. Details of required materials will be provided in advance.
- **Pre-Training Assessment:** The Client must send out a short online questionnaire to their staff prior to the training session. This initial assessment helps gauge current knowledge and identify specific needs. The questionnaire link will be provided by us.

## Our Obligations

- We will provide experienced and qualified trainers to conduct the Training.
- We will deliver the Training in accordance with the agreed content and schedule.
- We will make reasonable efforts to accommodate any specific needs of participants, if informed in advance.

## Liability

- We will not be liable for any indirect or consequential losses arising from the provision of the Training.
- Our total liability under these T&Cs will not exceed the total fees paid by the Client for the Training.

## Confidentiality

- Both parties agree to keep any confidential information disclosed during the Training confidential and not to use it for any purpose other than the Training.

## Amendments

- We reserve the right to amend these T&Cs from time to time. Any amendments will be notified to the Client in writing.