

Training, Events, Competitions and purchase of Resources Terms and Conditions

These are the terms and conditions on which Boys' Brigade NI District supply training courses, events, competitions (together referred to as 'events' in this document) and resources (including badges, certificates, DofE packs/badges, Christian Education books). By booking an event or ordering resources, you agree to be bound by these terms and conditions.

1. Event bookings

Bookings may be made by registration/booking form which can be either emailed or posted to Boys' Brigade NI. Booking is not confirmed until receipt of payment, any supporting documents required and subject to availability of places.

2. Ordering resources

Resources advertised on our website can be ordered via the appropriate order form which can be either emailed or posted to Boys' Brigade NI. Booking is not confirmed until receipt of payment and subject to availability.

3. Pricing

Event fees and resource prices are given on the relevant booking/registration/order form/price list. Award prices and charges for postage and packaging are listed in a price list as shown on the website www.bbni.org.uk Prices include VAT where applicable.

4. Payment Methods

Payment is due at point of booking - places will be held for up to 3 working days until payment is received. Payment can be made by:

- cheque (made payable to 'Boys' Brigade NI District).
- online via PayPal using debit/credit card.* Payment to be sent to Newport@boys-brigade.org.uk
- with credit/debit card in person in the office or over the phone.
- Card processing fees will apply to card payments in increments of 50p per £25 order value, for example:

0 - £25	fee of 50p
£25.01 - £50.00	fee of £1.00
£50.01 - £75.00	fee of £1.50
£75.01 - £100.00	fee of £2.00

5. Availability

Most of our events have a limited number of places. Places are allocated on a first come, first served basis. On Youth Leader Training Courses, there is a limit of 3 candidates in any one Section per Company per course.

6. Course Transfers

Should circumstances mean that you need to transfer to another Boys' Brigade course, charges will apply, dependent on notice given, as per refund policy below (see point 9).

7. Cancellations

Should circumstances mean that you have to cancel your booking and are unable to transfer your to another date at the time of cancellation, charges will apply, dependent on notice given, as per refund policy.

8. Non-attendance If you do not attend an event, and you have not previously informed us, the full fee remains payable.

9. Refund Policy

In the event of withdrawal from an event, including transfer to another course, the member/customer will be liable for the following charges.

Notice given prior to the start of a course/event	will result in the loss of:
less than 8 days	100% of the course fee
8-14 days	75% of the course fee
15-28 days	50% of the course fee

If payment for the order was originally made by credit card, any refund will be made back to the same card. For all other payment methods used, refunds will be made by cheque.

10. Late arrivals/missed sessions

To fulfil the course requirements, attendance at full courses is compulsory. If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.

11. Cancellation of events by BBNI

We reserve the right to reschedule or cancel events. Reasons for this may be, but not restricted to, low enrolment numbers, weather warnings and tutor availability. In such circumstances you will be given as much notice as possible and either a free transfer to another event date or a full refund of fees paid.

12. Delivery

Goods will normally be dispatched within five working days of receipt of your order. Please allow up to a further three days for delivery. At peak times of the year, such as Display season, delivery may take a little longer. For Training Courses/Events participants will receive confirmation and or joining instructions we will aim to issue these 14 days prior to the event taking place and no later than 7 days.

13. Specific needs.

Boys' Brigade NI aims to ensure that its events are accessible to all. If event participants have any specific needs, we would welcome notification, in advance, of any assistance that a participant is likely to need during an event.

14. Data Protection The Boys' Brigade Data Protection Policy may be viewed here <http://boys-brigade.org.uk/wp-content/uploads/2015/09/dataprotection.pdf>.