



**SURREY COUNTY  
FOOTBALL ASSOCIATION**

**Terms and Conditions**

- a) The Course fee is required in full to confirm a booking.
- b) There will be a minimum of 16 persons required for all Coaching Certificate courses.

We reserve the right to cancel courses due to insufficient numbers. As much notice as possible will be given.

- c) If the course is cancelled for whatever reason by the Company prior to its commencement, a full refund will be given.
- d) If notice of cancellation is received from the student (or someone acting on their behalf) more than 3 months before the commencement of a course, a full refund will be given less an Administration Charge of £10.00 (plus VAT).
- e) If notice of cancellation is received more than 2 months (and less than 3 months) before the commencement of a course, 75% of the course fees will be refunded.
- f) If notice of cancellation is received more than 1 month (and less than 2 months) before the commencement of a course, 50% of the course fees will be refunded.
- g) If notice of cancellation is received before the start date (and less than 1 month) before the commencement of a course, 25% of the course fees will be refunded.
- h) If notice of cancellation is received after the commencement of the course, no refund whatsoever will be made.
- i) Please allow 14 days for receipt of the refund.
- j) Consideration will be given, on a case by case basis, for refunds to be granted in exceptional circumstances outside the terms laid down above (i.e medical reasons – a doctors certificate must be provided)