

## **BSL College – Terms and Conditions**

### **1. Definitions**

In these Terms and Conditions, *BSL College* (part of GDA) will be referred to as “**we**”, “**our**”, and “**us**”. References to “**you**” and “**your**” refer to the individual or organisation booking the course.

### **2. Course Information**

Places on each course are limited and offered on a first-come, first-served basis. We reserve the right to cancel or postpone a course if the minimum number of confirmed participants is not met (see Section 5).

### **3. Reserving a Place**

To reserve a place, you must complete the online booking form **and** provide direct debit payment details. Once received, your name will be added to the course reservation list. Please note: a reservation does not guarantee a confirmed place until payment details are provided and the first instalment is paid.

### **4. Payment**

Course fees are payable via monthly direct debit instalments, set up at the time of booking.

- No payments will be taken until the course is confirmed (see Section 5).
- The first instalment must be paid **before** the course begins.
- **If any monthly payment is missed, GDA reserves the right to request full payment of the remaining course fees immediately.**
- All fees are subject to VAT (if applicable) at the prevailing rate.

### **5. Course Confirmation**

A minimum of **twelve confirmed participants per group** is required for the course to run. Your place will only be confirmed once the first instalment has been received and your booking has been formally accepted.

### **6. Important Notice on Fees**

Once you have paid your first instalment and been accepted onto the course, all fees are non-refundable if:

- a) You are unable to attend, except in circumstances deemed justifiable by BSL College;
- or
- b) You are unable to complete the course for any reason, including removal due to conduct (see Section 8).

## **7. Cancellation or Disruption**

If the minimum number of participants is not met, we will notify you as early as possible. You may choose to:

- Transfer to the next available course; or
- Receive a full refund of any fees paid.

If unforeseen circumstances beyond our control disrupt or prevent course delivery, we will take reasonable steps to minimise disruption. If the course cannot proceed, you will be offered the same options as above.

## **8. Conduct**

We reserve the right to remove you from the course without refund if your behaviour is deemed disruptive, inappropriate, or in breach of our code of conduct.

## **9. Delivery**

We will make all reasonable efforts to deliver the course as described. However, we reserve the right to make changes to course content, schedule, or delivery method where necessary due to unforeseen circumstances.