

## **scottishathletics specific Terms & Conditions**

### **Booking Process**

Candidates may only book onto UKA courses by completing the official booking form and supplying a passport quality photograph along with the relevant course fee. If a candidate is having the fee paid by a third party this fee must be supplied at the time of booking. Alternatively they can provide an invoice request form with the booking which states the intention to pay and is signed by the third party. All invoices must be paid prior to the course date.

### **Booking Confirmation**

Places are only confirmed once you receive an official confirmation email from **scottishathletics**. We will not reserve places for individuals and cannot verbally confirm places over the phone. We will input your details onto the relevant course within 48 hours of receiving your application, payment and appropriate photograph. Places are filled on a first come, first served basis.

### **Closing Dates**

Applicants are advised to book early. We cannot accept any applications within 7 days of the course start date.

### **Terms and Conditions of Booking a course**

**scottishathletics** does not accept any responsibility for the loss, or damage to, candidate property or for personal injury however caused.

Should you miss any session(s), of any course you sign up to, without prior notice being given

**scottishathletics** reserve the right to remove you from the course and with no refund being given.

However in exceptional circumstances candidates may be offered the opportunity to attend a missed session(s) on other courses should availability allow. **scottishathletics** reserve the right to charge you accordingly based on lost revenue.

You will respect the course tutor, course venue and other candidates and their points of view and you will understand that if your behaviour, language or conduct is deemed 'unacceptable', 'offensive' or 'harmful' for any reason, **scottishathletics** and the venue reserve the right to exclude you from continuing on your chosen course and, if necessary, future courses.

### **Specific conditions for booking on Athletics Coach Courses (Athletics Coach & Coach in Running Fitness)**

All candidates must hold a minimum of a level one qualification and / or the Coaching Assistant award (Candidates must have been qualified at this level for at least 3 months) as a minimum requirement to attend this course. To ensure that candidates have adequate time to prepare and complete pre-course study, course bookings will not be taken after the closing date (currently 7 days prior to first day of the course).

### **Cooling Off Period**

Candidates have the right to cancel their place on a course at no cost within seven days of receipt of application by **scottishathletics**. Such cancellation's must be made in writing via email to [joanne.dennis@scottishathletics.org.uk](mailto:joanne.dennis@scottishathletics.org.uk) In the event of a course cancellation under this clause, reimbursement of any fees paid will be made in full, wherever possible, within 30 days of receipt of the cancellation request.

### **Coach Education Cancellation Policy**

You may withdraw from a course and cancel your allocated place at any stage. You must notify SAL in writing (email or letter) if you wish to withdraw. **scottishathletics** adheres to a strict cancellation policy. For all course cancellations candidates are entitled to refunds only to the sum of:

- Booking cancelled up to 6 weeks before start of the course: **80%** of the course fee
- Booking cancelled up to 6-4 weeks before start of the course: **70%** of the course fee
- Booking cancelled up to 4-2 weeks before start of the course: **50%** of the course fee
- Booking cancelled within 2 weeks or less than the start of the course: **NO REFUND**

These timelines are referring to when **scottishathletics** receive your cancellation.

Consideration will be given to candidates who are unable to attend due to health reasons and require a transfer to another course. A letter from a doctor or medical professional may be requested in these circumstances.

### **Coach Education Transfer Policy**

Should you wish your application to be transferred from one course to another (of the same type and value) then an additional £30 administration fee will be charged. This fee is payable in full at the time of transfer. Transfer is dependant on availability of places.

### **scottishathletics Refund Policy**

Should a course that you have been registered on be cancelled or postponed by **scottishathletics** then a full refund will be issued within 30 days.

Should you cancel your registration and request a refund, then all cancellations must adhere to the **scottishathletics** cancellation policy please see above statement

### **Notification of cancelled / postponed course**

**scottishathletics** will contact all candidates by telephone initially, using the preferred contact number stated on the application form, to inform them of a cancelled or postponed course. This will be followed up by email to confirm either details of alternative courses, or that a refund has been requested.

### **Over-subscribed courses**

**scottishathletics** will notify all candidates if they apply for a course that is already at capacity. Candidates will be offered alternative courses and if none are available we will hold applications on file for a maximum of 3 months, or return them direct to the candidates. After this period forms will be destroyed.