

## Programme Terms and Conditions:

The offer and acceptance of a place at The Oasis School of Human Relations is made on the understanding that you undertake to observe the terms and conditions set out below. We aim to provide accurate and informative descriptions of our programmes. Their content is continually developed, however, and so we reserve the right to change this when we believe this will improve the course.

The school does not accept responsibility or liability for any damage to participants' property, the transfer of computer viruses to participants' equipment or personal injury caused by misuse or unauthorised use of the School equipment, or due to participants not taking due care whilst on the School premises.

### Deposits:

Programme fee	Deposit
£175.00	£ 50.00
£175.00-£400.00	£ 80.00
Over £400.00	£100.00

On occasion there will be specific terms and conditions stated on programme publicity.

### Programmes (up to five days):

#### Programme fees:

Details of full programme fees and deposits will be found with the individual course descriptions. All programme fees quoted are exempt from VAT except research based inquiries which attract VAT which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force.

#### Payment:

We require a **nonrefundable deposit** to secure a confirmed place on a fee paying programme; a booking form without a deposit will be accepted as a provisional booking only. Cheques are made payable to 'The Oasis School of Human Relations'. Payment may be made by all major credit cards by contacting the Oasis office.

**The balance of the fee is payable 3 weeks before the start date.**

#### Cancellation/refunds:

Please contact The Oasis School of Human Relations immediately if you have to cancel your place on any short programme. Telephone cancellations can be accepted provided that this is followed up in writing (letter, email or fax) including the reason for cancelling.

If you are unable to attend a particular course, and provided that we receive written notification (letter, fax, email) from you at least 15 working days prior to the start of the programme, we will refund your course fees (less the deposit).

It is regretted that if we receive less than 15 working days notice of your inability to attend, we will be unable to make any refund of course fees.

The formation or continuation of any programme is dependent upon adequate participant enrolment and attendance. The Oasis School reserves the right, in every case and at its discretion for whatever reason, to amend fees, to alter or not to offer programmes, seminars and other opportunities to study.

In the event that it is necessary for us to cancel a programme or event prior to its commencement, The Oasis School will make a full refund of the fee. The Oasis School will not, however, accept responsibility for any consequential loss arising from any such cancellation.

#### **Substitution:**

We are happy to accept substitutions, at no extra charge, provided we are notified in writing prior to the commencement of the course.

#### **Longer programmes (over five days):**

#### **Programme fees:**

Details of the full programme fees will be found with the individual programme descriptions on the website.

#### **Application process:**

Upon receipt of a completed application form together with the registration fee participants will be invited for an interview. Following the interview a place may be offered. Once both parties have verbally agreed participation this will constitute a contract between The Oasis School of Human Relations and the participant.

#### **Payment:**

We require a **nonrefundable** registration fee of £50 with each application for the interview process. Following the agreement between the two parties as described above an invoice will be issued and full payment must be made within the terms of the invoice. This includes a **nonrefundable** deposit to hold your place.

Cheques are made payable to 'The Oasis School of Human Relations'. Payment may be made by all major credit cards by contacting the Oasis office.

#### **Cancellations/refunds:**

Refunds will be made as follows:

If you are unable to attend a particular course, telephone cancellations can be accepted provided that we receive written notification (letter, fax, email) from you at least:

- 40 working days prior to the start of the programme, we will refund your course fees (less the deposit).
- 25 working days prior to the start of the programme, we will refund 50% of your course fees (less the deposit).

It is regretted that if we receive less than 15 working days notice of your inability to

attend, we will be unable to make any refund of course fees.

The formation or continuation of any programme is dependent upon adequate participant enrolment and attendance. The Oasis School reserves the right, in every case and at its discretion for whatever reason, to amend fees, to alter or not to offer programmes, seminars and other opportunities to learn.

In the event that it is necessary for us to cancel a programme or event prior to its commencement, The Oasis School will make a full refund of the fee. The Oasis School will not, however, accept responsibility for any consequential loss arising from any such cancellation.

### **Venues and residential accommodation**

A map of how to get to the venue will be included in the joining instructions (For The Oasis School is [directions](#)). Should changes to bookings involve cancellation of residential accommodation it will be necessary to pass on to the client any cancellation charges relating to this.

### **Hotel bookings**

Whilst The Oasis School will assist in arranging accommodation at local hotels for nonresidential programmes, Oasis is not acting in the capacity of agent for either the hotel or the client. Queries, cancellations or alterations of hotel bookings must be made direct with the hotel/agent concerned and participants must settle their own hotel accounts before leaving unless otherwise agreed.

### **Refreshments**

The cost of refreshments is included in the programme fees.

### **Course Literature**

Printed programme notes are included in the programme fees. Programme literature is copyright and may not be reproduced without permission.

## **The Oasis School of Human Relations**