

1. Course Reservations

All reservations should be made using the corresponding course booking form emailed to sabre@security-institute.org.

2. Payment

Payment is due upon making your reservation. Payment details, methods and timescales will be shown on the invoice issued. All Payments must be made in GBP.

Unless otherwise agreed by The Security Institute in advance in writing, attendees will not be able to join the course if payment has not been received prior to the course date.

All course fees and other charges are subject to UK Value Added Tax, where applicable.

3. Accommodation

Accommodation is not provided (unless otherwise stated) and is the responsibility of the attendee.

4. Cancellations and Changing Course Dates

Cancellations must be made in writing via email and will only take effect from the date of receipt. Full refunds will only be provided if the course is cancelled more than 20 working days before the start of the course. We are happy to accept alternative attendees from the same organisation in place of the cancelled delegate at no extra charge.

Cancellation charges will be applied to invoiced amount as follows (these are working days):

- More than 20 days prior to course start date: No charge
- Between 7-20 days prior to course start date: 50%
- Less than 7 days prior to course start date: 100%
- No refund will be considered after the course start date.

Attendees booked to attend on a given course date may transfer their booking to a subsequent course date at no extra charge. No refund will be considered for transferred dates.

The Security Institute reserve the right to cancel an event at any time, without liability, in which case all training fees will be refunded in full, or your place will be transferred to the next available course date. However, The Security Institute cannot be held liable for any other expenses incurred by participants or their companies due to the cancellation.

The Security Institute hold no liability for any consequence of force majeure including, but not limited to, severe weather, acts of Government, strikes, transport delays, unavailability of personnel due to illness.

5. Changes to Advertised Details

The Security Institute reserve the right to change the venue, speakers, presentations, and course timings at any time, with or without notice.

6. Copyright

All course material is the copyright and intellectual property of either The Security Institute or BRE Global (the scheme Licensor). These bodies reserve all rights.

7. Change of Delegate

Course delegates may be substituted at any time prior to the start of the course if agreed by The Security Institute in writing providing eligibility criteria and any pre-course obligations (e.g., pre-course reading and questionnaires) can still be met.

8. Attendance

All attendees shall:

- a) Attend the training session in full for their attendance to be validated.
- b) Read any pre-reading material and/or complete pre-course activities as directed in advance of the training session.
- c) For live, virtual sessions, be visible by webcam during training (unless momentary privacy is required). This is to replicate as best as possible a classroom environment and ensure attendees' training needs are met.
- d) Receive a pdf CPD certificate confirming the number of training hours completed.

9. Course Examinations

For courses which incorporate in-course or post-course examination, attendees must satisfy the minimum pass mark for their completion of the course to be registered. Failure of the examination will result in a discussion with the attendee(s) relating to their understanding of the training material and a re-sit of the exam at a later date to be agreed with the attendee. The re-sit will not incur a fee. A second exam failure will result in failure of the course. The applicant may repeat the training course and exam process and the published course fee rate.

10. Medical

Each attendee (or attendee's employer) must inform us in writing of any medical condition which may affect the delegate or others (e.g., epilepsy, diabetes). We will keep such information in confidence, as per our Privacy Policy.

11. Contract

Our contract with you is made under English law and any dispute will be dealt with in the English courts if alternative dispute resolution procedures fail or we cannot resolve the matter amicably.

12. Views and Opinions

The views and opinions of the course tutors or attendees are their own and do not necessarily reflect those of The Security Institute.

13. Sales and Promotions

There is no cash equivalent to offers and sales promotions. We reserve the right to withdraw, or change offers at any time. There are limited places on training courses, so we offer places on a 'first come, first served' basis. Only one discount promotion can be used in a transaction. All rights reserved.

14. Disclaimer

Any training and notes provided by The Security Institute cannot be utilised for the purposes of legal interpretation, and neither The Security Institute, its trainers or staff can accept responsibility for the actions of persons interpreting or acting upon the material in litigation. Nor can The Security Institute accept responsibility for any injury or loss, as a result of relying on the training or training notes. All actions by an individual should be designed in relation to their specific circumstances, and where any doubts exist a specialist should be consulted.