

Short courses: Terms and conditions

Fees and Value Added Tax (VAT)

SAMS open courses are exempt from VAT. All fees include course materials, light refreshments and buffet lunch.

Payment methods

Course fees should be paid at least 15 working days prior to the start of the course unless booking via government purchase order. If the booking form is submitted within 7 days of the start of the course, then we require payment by credit card. Fees may be paid by credit card, via BACS from a UK bank or via International Electronic Transfer. Please quote invoice number & attendee surname when paying by BACS.

Bank	Bank of Scotland
Address	Station Road, Oban, PA34 4LL
Account name	SAMS
Sort code	80-17-99
Account number	00882576
SWIFT code	BOFSGB21183
IBAN number	GB32 BOFS 8017 9900 8825 76

Invoices

On request, SAMS will provide a receipted invoice when payment has been received. Please note that no booking will be held until payment has been received in full.

Bookings can also be made by submitting an official purchase order to us and an invoice will be issued. Invoices must be paid within 28 days of receipt or within 31 days of the start of the training, whichever is sooner.

Cancellation policy

SAMS maintains the right to withhold the full course fee if delegates cancel less than 20 working days before the start date of the course. Partial refunds may be awarded at our discretion if notification of delegate cancellation is received in writing more than 20 working days before the start of a course.

Substitutes

Delegates may (without financial penalty) send a substitute, provided SAMS is notified in writing no later than four days in advance of the start of the course.

Accommodation

Courses are non-residential unless indicated otherwise. Participants are responsible for booking their own accommodation.

Schedule changes

Course descriptions, including fees, are given in good faith. SAMS reserves the right to change course content, leader, location and fees, or to cancel a course. SAMS will not be held responsible for any fees/cancellation charges incurred by these changes.

Provisional bookings

SAMS cannot guarantee a place on the course until payment has been received.