

AccessHE School/College bookings: Terms and conditions

AccessHE have limited funding to ensure that we are able to offer schools and colleges the opportunity to take part in a number of events free of charge. These events are very popular and we are keen to ensure that those booking places attend on the day.

If your school/college cancels a booking or fails to arrive on the day AccessHE still need to meet the costs of room hire, facilitators and administration and we are prevented from running the session for another school.

Please therefore read the following terms and conditions. In particular, please ensure that you have agreement from your head teacher or senior manager and that the event is added to your school/college calendar as appropriate.

What we expect from you

- To secure agreement from a senior manager within your school/college before booking the event
- You may change the name of the person/people attending the event, but you must let us know in advance and tell us about any dietary or access requirements
- If you wish to cancel your booking, we must receive written cancellation not less than 7 days before the delivery date of the event
- If you cancel a booking less than 7 days before the delivery date, or you do not show up on the day of the course, cancellation charges may apply
- If you are unable to attend the course on the day for any reason please inform us by calling the contact number provided on your confirmation email.

What you can expect from us

- We will confirm your booking by email or advise you if places are no longer available
- We will send final details with maps etc. no later than a week before the date of the event
- Where catering is provided we will aim to accommodate any special dietary requirements notified to us ahead of the event
- We will aim to accommodate any access requirements notified to us ahead of the event
- In the unlikely event that we need to change the content, timing, date or venue of the event we will notify you as soon as details are known
- If, by the week beforehand, we have not received the minimum number of bookings we need for the event to go ahead we may need to cancel the event. We will email to inform you in this instance
- The programme may change or the event may be cancelled due to unforeseen circumstances, and AccessHE reserves the right to alter the venue and/or speakers.
- AccessHE accepts no responsibility for any loss or damage to property belonging to, nor for any personal injury incurred by, attendees at our event, whether within the event venue or otherwise.

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