

# Ability Qualifications Ltd

## PAYMENT TERMS AND CONDITIONS

Payment is required of £800.00 following completion of registration with Ability Qualifications Ltd for each course provided. If any cancellations are made up to 14 days following registration then £400 is payable back to the person/s who have paid the initial registration fee by Ability Qualifications Ltd.

Full payment upon completion of the provided course is required within 7 days and no certification will be issued until this is received by Ability Qualifications.

**CANCELLATION POLICY** Every effort will be made to support each candidate to enable them to continue with the qualification. If a written request is received to terminate the enrolment following the 14 days of registration with Ability Qualifications Ltd, de-registration with the awarding body will begin. As payments are staged no refunds will be allowable, outside of those detailed above.

**DATA PROTECTION** All reasonable measures will be taken to ensure your data is secure. We will not hold data any longer than necessary to deliver our services and it will not be disclosed to any third party. Any information disclosed to us will only be collected, stored and processed in accordance with the requirements of the qualification and relevant awarding body.

**LEARNER CONTRACT** The learner agrees to complete their qualification within the maximum allowable period of three years. If any circumstances arise that may affect this they should inform their assessor as soon as reasonably possible. The learner agrees to keep in regular contact with their assessor. If no contact is made within six months, we reserve the right to commence de-registration process and are not liable for any effects upon learners industry card scheme. If no progress is made within 12 months, Ability Qualifications Ltd reserve the right to commence de-registration process.

We operate a zero tolerance policy of abuse to staff, physical or verbal, and reserve the right to seek legal advice and commence de-registration process where deemed appropriate to protect the well being of staff.

**LIABILITY** Ability Qualifications Limited do not accept responsibility for the following: Damage to property (including personal IT equipment and vehicles) unless it is proven to be caused by the negligence of Ability Qualifications Ltd staff. Return of hard copy work submitted for assessment Direct, indirect and consequential losses however arising Loss of opportunity and loss of income or profit, however arising.