

The Cycle Project UK CIC

- Course Booking Terms and Conditions

These terms and conditions (the "Terms") form a legally binding agreement between you, the client, and

The Cycle Project UK CIC

("we", "us", or "our") for the provision of our training courses and services ("the Courses"). By booking a Course, you agree to be bound by these Terms.

1. Definitions

- Client: The individual or organisation making the booking for a Course.
- Participant: The individual attending a Course.
- Booking Form: The form, whether digital or physical, used by the Client to book a place on a Course.
- Course Fee: The full cost of the Course, as specified on our website or invoice.
- Intellectual Property (IP): All patents, copyright, designs, trademarks, and all other intellectual property rights, including training materials.
- UK GDPR: The UK General Data Protection Regulation and the Data Protection Act 2018.

2. Booking and Confirmation

- 2.1. Booking: A booking is confirmed only when we have received a completed Booking Form and any required payment. We will send an email confirmation to the Client once the booking is accepted.
- 2.2. Acceptance of Terms: Submission of a Booking Form and/or payment of the Course Fee confirms your acceptance of these Terms.
- 2.3. Provisional Bookings: We may hold a provisional booking for a specified period. If payment or a completed Booking Form is not received by the agreed date, the provisional booking may be cancelled without notice.

3. Fees and Payment

- 3.1. Payment Terms: The Course Fee must be paid in full at the time of booking, unless an alternative payment plan has been agreed upon in writing.

- 3.2. Late Payment: We reserve the right to cancel a booking if the Course Fee is not paid by the due date.

4. Cancellation and Refunds

- 4.1. Cancellation by the Client:
 - More than 28 days before the Course: A full refund will be provided, minus an administrative fee of 15% of the total Course Fee.
 - Between 14 and 28 days before the Course: A 50% refund will be provided.
 - Less than 14 days before the Course: No refund will be provided.
- 4.2. Transfers and Substitutions: A Participant may transfer their place to another person at no extra cost, provided we are notified in writing at least 7 days before the Course date. Transfers to a different Course date are subject to the cancellation policy in Section 4.1.
- 4.3. Cancellation by The Cycle Project UK CIC:
 - We reserve the right to cancel or reschedule a Course due to unforeseen circumstances, such as illness of the trainer, insufficient bookings, or other force majeure events.
 - In the event of our cancellation, we will offer the Client a full refund or a transfer to an alternative Course date. We will not be liable for any other costs or expenses incurred by the Client, such as travel or accommodation.

5. Non-Attendance

- 5.1. No Refund for Non-Attendance: If a Participant fails to attend a Course for any reason, no refund or transfer will be offered.

6. Participant Obligations and Conduct

- 6.1. Health and Safety: Participants must follow all health and safety instructions given by our staff. We reserve the right to remove any Participant from a Course if their behaviour is deemed unsafe, disruptive, or inappropriate, without any right to a refund.
- 6.2. Suitability: It is the Client's responsibility to ensure that the Participant meets any specified prerequisites for the Course.
- 6.3. Equipment: For courses requiring personal equipment, Participants are responsible for ensuring their equipment is in a safe and serviceable condition.

7. Intellectual Property

- 7.1. Ownership: All IP rights in our training materials remain the sole property of The Cycle Project UK CIC.
- 7.2. Use of Materials: The training materials are for the Participant's personal use only and may not be reproduced, distributed, or used for commercial purposes without our express written permission.

8. Liability

- 8.1. Limitation of Liability: We will provide the Courses with reasonable skill and care. However, our total liability for any loss or damage arising from a Course shall not exceed the Course Fee paid by the Client.
- 8.2. Personal Injury: We do not exclude or limit liability for death or personal injury caused by our negligence.
- 8.3. No Guarantee: We do not guarantee that the Course will meet the Client's or Participant's specific objectives.

9. Data Protection

- 9.1. Data Controller: The Cycle Project UK CIC is the Data Controller for the personal data provided by the Client and Participants during the booking process.
- 9.2. How we use your data: We will process your personal data in accordance with the UK GDPR and our privacy policy, for purposes including:
 - Processing your booking.
 - Communicating with you about the Course.
 - Maintaining records for accounting purposes.
- 9.3. Your Rights: You have the right to access, rectify, and erase your personal data held by us. For more information, please see our full privacy policy.

10. Governing Law

- 10.1. Jurisdiction: These Terms are governed by and construed in accordance with the laws of England and Wales. Any disputes arising from these Terms will be subject to the exclusive jurisdiction of the English and Welsh courts.

11. Declaration

By signing below, the Client confirms that they have read, understood, and agree to be bound by these Terms and Conditions.

Client details

Client Name: _____

Organisation (if applicable): _____

Client Signature: _____

Date: _____