

Terms and Conditions for Training Courses

1. All courses and material will be presented in native English language using high visual content, but the course assumes a reasonable understanding of English on every delegate's part.
2. All delegates are requested to complete a pre-course questionnaire in order to ascertain their level of knowledge. Contact will be made by the course instructor in case of any concerns prior to the course.
3. Payment of course fees must be received before the course start date. Full payment or a purchase order is required at the time of booking. The booking will be provisionally kept for 1 week, until payment or a purchase order is received. When payment has been received in full or a formal purchase order has been provided, the delegate's place on the course will then be confirmed. If paying by purchase order, full payment must be made within 30 days of the invoice, or 2 weeks before the start of the course, whichever is sooner.
4. For late bookings, if payment is not received prior to the delegate attending the Course, Anthias Consulting reserves the right to refuse admission until payment has been made in full.
5. Course cancellation will incur a penalty of a deductible amount per person: minus an admin fee up to 8 weeks before the course start date; -50% up to 6 weeks before the course; -75% up to 4 weeks before the course; -100% up to 2 weeks before the course. Under exceptional circumstances, an alternative course may be offered without incurring any penalty.
6. For classroom-based courses, a minimum of 5 attendees will be required for a course to proceed; a maximum of 15 analysts will be accommodated on any course at any one time. For laboratory-based courses, a minimum of 2 attendees will be required for a course to proceed: a maximum of 4 to 6 analysts, depending on the course, will be accommodated on any course at any one time. Anthias Consulting Ltd. reserves the right to cancel a course with a full refund of course fees, or provision of an acceptable alternative course, due to under subscription or other unforeseeable circumstances without incurring any due penalty. Course attendees will be notified at least 2 weeks in advance by email of any changes to the course schedule for which they have registered. Anthias Consulting Ltd will not be liable for any costs incurred by airlines or hotels as a result of any changes, or any implication of assignments at work for which training is required.
7. Discounts: Offers cannot be combined, except where stated.
8. Course prices are exclusive of VAT. VAT will be charged at the standard rate of 20% for UK-based courses. Training courses running overseas may be subject to VAT rates applicable in that country.
9. Anthias Consulting welcomes delegates from overseas. Once full payment for the course has been received, a visa invitation letter can be provided, which states that a delegate is registered to attend a training course. Anthias Consulting has no influence over any embassy and is unable to guarantee that a visa will be granted. Delegates are solely responsible for obtaining a visa, and failure to do so will not make the delegate or delegate's company exempt from the cancellation penalty. Anthias Consulting advises delegates from overseas to book and pay for a course and apply for a visa well in advance of the course start date, so that if required a full refund minus an admin fee can be paid up to 8 weeks before the course start date.
10. Anthias Consulting does not accept responsibility for flights or hotel bookings or their cancellation policies. Delegates therefore book flights and hotels at their own risk. Delegates and their companies are responsible for ensuring they have adequate travel permits and visas for course attendance, as well as adequate travel & medical insurance cover.
11. Delegates are not permitted to bring samples onto the courses, there most likely will not be an instrument available to analyse such samples. We advise delegates to bring in their existing chromatograms for discussion instead (where appropriate, according to the course), although Anthias Consulting cannot promise to answer delegate's problems relating to their individual areas of work.
12. Anthias Consulting accepts payment by cheque, BACS, faster payments, bank transfer or credit card. Cash payments are not accepted. All payments must be made in UK pounds. A card processing fee of 2.83% will be added for all payments made by credit card.
13. Payments made from a non-GBP account are subject to a £10 admin fee.
14. All invoices must be paid in full; bank commission charges are not accepted.
15. Prompt payment is much appreciated. Anthias Consulting will exercise their statutory right to claim interest at 8% plus the Bank of England base rate, and compensation for debt recovery costs under the Late Payment legislation.