

Booking Terms & Conditions

The Terms and Conditions for each Inspiring Leaders course and sessions are as follows. If you require further information or have any concerns, please email info@inspiringleaderstoday.com

In all cases, we ask that you carefully consider your availability and suitability for the CPDL before making the commitment to it.

Standard Terms and Conditions of Booking

- All CPDL events offered by Inspiring Leaders are available on a first come, first served basis.
- Our CPDL fees cover refreshments throughout the event plus all session materials, unless specified. Inspiring Leaders do not cover costs for travel or accommodation associated to attending our CPDL, unless stated in our marketing.
- Inspiring Leaders will confirm receipt of your booking via email (but please note that this does not confirm the session will go ahead, as some of our CPDL requires minimum numbers to operate).
- As such, Inspiring Leaders reserve the right to cancel or postpone sessions when viable numbers are not reached and will do our best to rearrange dates wherever possible. You will be contacted as soon as possible if, for any reason we need to cancel or postpone the session.
- Once viable numbers have been reached you will receive an email with details of the session and the venue. At this point schools will also be invoiced for the session fee. (Inspiring Leaders expect payments to be made before the session date or within 30 days of receipt of invoices.)
- Inspiring Leaders reserve the right to amend the session/programme where circumstances dictate.
- In the event of a course being cancelled Inspiring Leaders will make a full refund on written request if the invoice has been paid in full or will offer credit towards another CPLD event, but hereby disclaim any further liability.
- All our CPLD course fees will include VAT at 20% which will be included in your invoice.
- If a delegate leaves their current employment and the School employing them had agreed to pay for the CPLD cost then liability for payment remains with the School.
- If the person attending CPDL has any access requirements to the venue, please provide information on the booking form so that Inspiring Leaders can aim to meet their needs.
- Any discounts offered for our events apply to bookings for a single event and may not be applied across bookings for several separate CPDL events.

Cancellation fees

- If you plan to cancel your booking, you must let us know you are cancelling your booking as soon as possible by email at info@inspiringleaderstoday.com. When contact us, please include details of your order to help us to identify it.

- Inspiring Leaders will always do our best to substitute bookings from schools/MATs for registered delegates who are unable to attend events.
- Inspiring Leaders are not able to offer any refund if an individual session within a suite of CPD sessions is cancelled by you, your school or not attended. e.g., non-attendance at 1 out of 3 sessions.
- If you are unable to attend due to sickness, you must inform us as soon as possible. The cancellation fee will be at the discretion of the company. If you do not attend and have not informed us, you will be charged the full cost of the course.
- These conditions apply for all CPDL charged courses/sessions either single or multi session.

Cancellation Charges

Day events

Please note that we reserve the right to make the following charges:

Period	Cancellation Fee
28 days+ before the event	25% of the course fee
Between 8-27 days before the event	75% of the course fee
Up to 7 days before the event	100% of the course fee

For residential trips or conferences

When booking an event of this nature we reserve the right to make the following charges:

Period	Cancellation Fee
28 days+ before the event	60% of the course fee
Between 8-27 days before the event	90% of the course fee
Up to 7 days before the event	100% of the course fee

For domestic residential events we are able in most cases to accommodate the substitution of attendee ahead of the event. This is not possible for international visits.

