

## TVTSA TEACHING SCHOOL COURSE AGREEMENT

### 1. BOOKINGS

For all programmes and networks facilitated by TVTSA a place will need to be reserved. If a place is not pre booked you will not be accepted on the day. Bookings will close 7 days prior to the start date, unless otherwise stated.

### 2. CANCELLATION CHARGES

If you are unable to attend an event the following charges will apply:

Less than 7 days prior to the event	100% charges to apply
Less than 14 days prior to the event	75% charges to apply
Less than 28 days prior to the event	50% charges to apply

Cancellation more than 28 days prior to the event will be refundable. If you are able to send another colleague in your place, we will transfer the booking with no administration charge

Non attendance on a programme where a free membership place is being used will be lost.

### 3. ACCREDITATION/CERTIFICATE OF ATTENDANCE

Accreditation/Certificate of Attendance will only be given if ALL sessions are attended.

### 4. ATTENDANCE

Days and cohorts may NOT be changed. It is the delegates school/academy responsibility to ensure that ALL sessions will be attended. If a session is missed, the delegates place on the programme will be cancelled.

### 5. PAYMENT TERMS

Payment to be made to Trent Valley Teaching School Alliance for contract of support is to be paid in advance of support. All invoices issued by TVTSA shall be paid within 30 days of the date of invoice. If we do not receive the funds within 30 days then the Teaching School Manager will reallocate your place/s on the programme.

