



**DONCASTER, ROTHERHAM & DISTRICT
MOTOR TRADES, G.T.A. LIMITED.**
**Rands Lane Industrial Estate,
Armthorpe, Doncaster, DN3 3DY.**
Tel: 01302 832831

Terms and Conditions
Relating to all Commercial Training

1. Payment terms: Our standard terms are that for non 'credit customers' full payment is taken a minimum of five working days before course commencement. For certain courses a non refundable deposit is required.
 - LGV Driving £115.00,
 - Fork Lift Truck operative £50.00,
 - CPC National and International £50.00,
 - Driver's CPC £50.00,
 - ATA Awards £60.00
2. Credit terms: Our standard credit terms for account customers are 30 days from date of invoice. Please contact our administration team on 01302 832831 to set up an account with us.
3. Course bookings: Bookings can be made by email, via the GTA website, by fax, letter or telephone, please quote purchase order numbers where applicable.
4. Transfers: Should circumstances mean that you need to transfer to another GTA course the following will apply.
 - First transfer – made more than 4 weeks to the course start date – no charge.
 - Two to four weeks 25% of the course fee
 - Less than two weeks 50% of the course fee
 - ★ Discretion will be applied where exceptional circumstance occurs, in which case a free transfer will be offered.
5. Cancellations / Refunds: Should circumstances mean that you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation the following charges will apply:
 - LGV Driver Training £115.00
 - Fork Lift Truck £50.00
 - CPC National /International £50.00
 - Driver's CPC £50.00
 - ATA Awards (all) £60.00

These figures represent the non returnable deposits taken at time of booking, any other monies paid will be refunded.

6. Non Attendance: If you do not attend a course, and have not previously informed us, the full course fee remains payable.

7. Late arrivals/ missed sessions/ days: If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases the full fee remains payable. To conform with H.S.E ACOPL117 Lift Truck Training Course attendance is mandatory. Where 'false claims' of experience are made to access a shorter course (flt) the above criteria will be applied.
8. Unforeseen circumstances: On occasion unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.
9. V.A.T: As a registered charity we do not charge V.A.T.
10. Payment: Payment is in pounds sterling, all major credit cards / debit cards are acceptable, payments may be made using the B.A.C.S system, payments by cheque are accepted where a sufficient number of days allows clearance prior to course commencement (usually 5 days)
11. Short notice booking: Where a short notice booking is made (less than 5 days) full payment is taken.
12. Distance selling regulations 2000: We abide by the applicable elements of the distance selling regulations 2000.
13. Guidelines for students and employers: It is the employers responsibility to ensure that students are free from any condition that would affect their capability to undertake their chosen course, and that they have the aptitude to cope with an intensive course of study. We welcome students with disabilities(*) but it remains their employers responsibility to ensure that they are appropriately supported in their workplace.
 - * Some disabilities may require an assessment to ensure that the learner can achieve the qualification safely and legally, please contact the organisation to discuss any specific concerns/needs.