



**GREEN PLATE**  
TRAINING

# TERMS AND CONDITIONS





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## 1 CONTRACT

- 1.1 These terms and conditions constitute the legally binding contract (the “**Contract**”) between you, the client and/or student (“**You**”), and Green Plate Training Limited (“**Green Plate**”).
- 1.2 The Contract is effective from the date of receipt by Green Plate of payment by You in accordance with clause 3 below.

## 2 THE TRAINING

- 2.2 The training programme to be provided will be mutually agreed between You and Green Plate.
- 2.3 You must arrive punctually for each day of the course, unless prevented by events which are beyond your reasonable control.
- 2.4 You must comply with all rules and regulations issued by Green Plate from time to time.
- 2.5 Green Plate will be entitled to change the timing of any part of the course, and to substitute an appropriate Trainer at any time.

## 3 FEES

- 3.1 Following your training request, You will be sent an invoice for the total training fees, which are payable within 14 days of the invoice date.
- 3.2 The training will be secured upon payment of the invoice, which may be made via BACS.
- 3.3 The fees must be paid no later than 14 days before the training start date.
- 3.4 No refund will be made if You subsequently fail to attend all or any part of the training.

## 4 CONDUCT

- 4.1 If Green Plate considers that any person enrolled on the training has behaved in an unacceptable manner, Green Plate will be entitled to require You to cease to attend any course. No refund of fees will be made.

## 5 TERMINATION

- 5.1 You may only terminate the Contract in the circumstances set out below.
- 5.2 You may give notice in writing to terminate the Contract (and have all monies paid returned to you) at any time during the period ending on the day falling 14 days after the date of the Contract as stated in clause 1.2. To be effective the notice must be posted or delivered not later than the last day of the 14-day period set out above. If the training has already commenced, you will lose your right to terminate.



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- 5.3 You may terminate the Contract if you give Green Plate written notice of termination and Green Plate receives such notice not less than 6 weeks before the start of the training. Provided that Green Plate has received your notice of termination prior to the deadline, Green Plate will refund any fees paid but will be entitled to retain any deposit. If the training has been paid in full, Green Plate will be entitled to charge an administration fee of £100.00 for such termination.
- 5.4 Subject to 2.1, if You fail to attend for any reason, You would not be entitled to a refund or a re-booking of another training date.
- 5.5 Green Plate will be entitled to cancel any training at any time in which case Green Plate will refund any part of the fees You have already paid in respect of the training which has been cancelled.
- 5.6 In the unlikely event of cancellation of the training by Green Plate, we undertake to offer a suitable transfer to an alternative date taking place within 6 months of the cancelled training dates, or a full refund (within 7 days) of fees You have already paid.
- 5.7 We advise that if You are booking Your own accommodation/flights/travel that You take the above into account, as Green Plate cannot be held liable for any costs You incur, such as travel bookings, in the cancellation of any training.
- 5.8 All refunds are made to the source of the initial payment, eg fees paid by a credit card can only be refunded to the same card.

## 6 LIABILITY

- 6.1 Green Plate will not be liable under any circumstances for any loss, expense, damage, delay, cost, or compensation (direct, indirect, or consequential) which may be suffered by You during attendance at the training.

## 7 CONFIDENTIALITY

- 7.1 You may come into contact with confidential information during your time as a student with Green Plate Training Limited. You must keep in strictest confidence any information regarding any candidate, client, employee, or business matter of Green Plate or any other organisation that comes to your attention.
- 7.2 You also agree to never remove any confidential material of any kind, including training material, from any of the premises visited during the training unless authorised to do so with the express permission or direction from Green Plate member of staff.
- 7.3 Green Plate is the copyright owner of all training materials and may not be passed to any third party.

**8 GENERAL**

- 8.1 This Contract contains all the contractual terms agreed between You and Green Plate.
- 8.2 No failure or delay by Green Plate in enforcing any of its rights under the Contract shall be deemed to be a waiver of such right.
- 8.3 This Contract shall be governed by the laws of England and Wales.

**9 DATA PROTECTION**

- 9.1 Any personal information You provide will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation as implemented in the UK. We will use the information to process your booking, provide this Contract, and provide the training.
- 9.2 Our full Privacy Policy can be found on our website: [www.greenplatetraining.com](http://www.greenplatetraining.com)

Signed by Client: .....

Print Name: ..... Date: .....