## **Typing's Cool Terms & Conditions**

## **Holiday courses**

For holiday courses no place is confirmed until the application form and payment is received. Parents will then be sent a booking confirmation email.

We require at least 24 hours-notice to give a refund if a place is not taken up.

Once a course has started we can not refund payment for missed sessions If this hasn't been agreed in advance. Sometimes parents purchase a shorter number of sessions and payment is calculated on a pro rata basis.

In exceptional circumstances we will give a pro rata refund for missed sessions on a discretionary basis i.e. illness

## **Zoom based courses**

A course place is only confirmed once the application form and payment has been received. A booking confirmation email will be sent on receipt of these.

We require at least 24 hours-notice to give a refund if a place is not taken up.

Once a course has started we can not refund payment for missed sessions.

In the event of a session missed, please let us know and your child or yourself can attend another session that week.

## **School clubs**

A course place is only allocated once the application form and payment has been received. For school clubs we do not send place confirmation emails. Please assume your child has a place unless the club is full up. Places are allocated on a first come, first served basis.

If a returner wants a place but the club sign up process is closed we can not guarantee a place. It may be a school policy not to allocate places for late club sign ups.

Payment for a school club place can only be confirmed once payment has been received and this must be made prior to the first club session of term. Late payments will be subject to a late payment administration fee of an additional £15.00 on top of the club fee.

We can not give refunds for pupils who miss a club session due to a trip, sports fixture or other aspects of school life.

In the event of a child being ill, we will offer a credit of £13.50 per missed session for the following term.

The club term fee is fixed regardless of the number of sessions per term including factors such as school closures or bank holidays.