



# Group Booking Form and Terms & Conditions

Please use this form to make a group booking and return to [bookings@yoginisyoga.uk](mailto:bookings@yoginisyoga.uk). For individual bookings please book online at [www.yoginisyoga.uk/shop-1](http://www.yoginisyoga.uk/shop-1)

Please note this booking form can only be used for single course and level booking i.e. Early Years Level 1, where additional courses are required i.e. Early Years Level1 and Key Stage 1 & 2 Level 1, a separate booking form must be used for each.

## SECTION 1 - ORGANISATION INFORMATION

Please provide the details of the organisation entering into the agreement with Yoginis Yoga

Name of Organisation	
Registered Address	
Invoice Address if different	
Name of course organiser	
Contact email	
Contact telephone	

## SECTION 2- COURSE INFORMATION

Course Route <b>(tick one only)</b>	Early Years	
	Key Stage 1 & 2	
Delivery Method <b>(tick one only)</b>	Online	
	On-site (minimum numbers as per quotation apply)	
Level <b>(tick one only)</b>	1	
	2	
	3	
	4	
Number of Trainees		
Date of training (for online please specify the date you want the 30 day training window to start, for face to face training we will contact you to discuss available days)		







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## Terms & Conditions

### On-site training

#### **1. Fees**

- 1.1 Course and licence fees must be paid within 30 days of the date of invoice or no later than two weeks prior to training commencing if this is less.

#### **2. Confirmation**

- 2.1 A course(s) is considered purchased once the booking form has been completed and a date has been agreed in writing between both parties. Failure to return these documents promptly may result in the loss of the training date.
- 2.2 Cancellation policy in section 5 applies.

#### **3. Trainee numbers**

- 3.1 Where training is agreed at a host organisation for less than 15 delegates, Yoginis Yoga reserve the right to offer these places to external trainees. No revenue shall be payable to the host organisation for these trainees
- 3.2 Names, job titles and email addresses of all trainees must be submitted no later than two weeks before the training course or on booking if this is less.
- 3.3 All bookings are non-transferable. Any changes to trainees attending must be notified and an admin fee may be charged. No changes will be made less than two weeks before training.

#### **4. Licence**

- 4.1 The Licence must be signed by the organisation and returned two weeks prior to training or on booking if this is less than two weeks.

#### **5. The Hive**

- 5.1 Access is by individual username and password only.
- 5.2 For every intended user, the licence fee must be paid
- 5.3 Assessments relating to the course must be completed within 30 days of the course, failure to complete the assessment in this time will result in access to 'The Hive' being suspended and an admin fee may be incurred to reactivate.

#### **6. Cancellation**

- 6.1 Cancellation applies to full cancellation (all delegates) and partial cancellation (a number of delegates). Where partial cancellation results in delegate numbers from the host organisation falling below 6 this will be treated as a full cancellation. Cancellation charges and arrangements are as follows.
- 6.1.1 *More than one calendar month* – The course date may be rearranged to take place within the next 6 months at no additional cost. Any costs incurred by Yoginis Yoga in fulfilling the original date, which cannot be reclaimed will be charged to the host organisation. For cancellations an administration fee of £25 per delegate will also be charged.
- 6.1.2 *Between one calendar month and two weeks* - The course date may be rearranged to take place within the next 6 months at no additional cost. Any costs incurred by Yoginis Yoga in fulfilling the original date, which cannot be reclaimed will be charged to the host organisation. For cancellations an administration fee of £50 per delegate will also be charged.
- 6.1.3 *Less than two weeks* – No refund or transfers are permitted.
- 6.2 For courses re-arranged in 5.1.1 and 5.1.2, no subsequent re-arrangements are permitted and any further postponements and cancellations will be payable in full.



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- 6.3 Where cancellation is due to extenuating circumstances, it is at the discretion of Yoginis Yoga training to waive some or all of these fees.
- 6.4 All reasonable steps will be taken to avoid cancellation by Yoginis Yoga, should this arise an alternative date will be arranged.

## 7. Late Payment

- 7.1 Yoginis Yoga reserves the right to charge late payment interest on any outstanding invoices at the rate of 3% above the Bank of England base rate.

## 8. Individuals attending on-site training

- 8.1 Payment must be made at time of booking to confirm a place.
- 8.2 Cancellation rules for on-site training section 6 apply.

## Online training

### 1. Fees and Booking

- 1.1 A booking form must be completed and returned.
- 1.2 Payment must be made in full to receive access to 'The Hive' online training programme.
- 1.3 Log in details will be sent promptly but may take up to 3 days.

### 2. Licence

- 2.1 On login to 'The Hive' the licence must be read and agreed to in order to gain access.

### 3. The Hive

- 3.1 Access to courses is through the online e-learning platform 'The Hive'.
- 3.2 Access is by individual username and password only.
- 3.3 All online courses are priced individually and intended for a single use. Multi-person viewing is NOT permitted as set out in the licence agreement.
- 3.4 For every intended user, the course and licence fee must be paid
- 3.5 Access to online courses are available for 30 days from notification of log in details.
- 3.6 Assessments relating to the course must be completed within the 30 day period failure to complete the assessment in this time will result in access to 'The Hive' being suspended and an admin fee may be incurred to reactivate.

### 4. Cancellation

- 4.1 Once the logged in and the licence agreed, no refund will be given.
- 4.2 For subsequent online purchases where the licence is still valid, courses that have been opened will not be refunded.
- 4.3 Any application for refund must be made within 14 days of purchase.
- 4.4 Bookings are non-transferable.