

Terms and Conditions

Fees

1. All fees above are inclusive of IVA / GST / HST / VAT / taxes where chargeable.
2. Local offices reserve the right to charge a surcharge for application forms received after the closing date.
3. Payment for courses should be submitted separately from payment for resources.

Closing dates

4. Closing dates will be published locally, but the general rule is that closing dates are one month prior to the start of the course.
5. For courses which are offered during or after an examination session, the closing date is one month prior to the start of the course.
6. Teachers are asked to apply early to ensure a place as each course has a maximum of 36 places.

General terms and conditions

7. All bookings and payments will be processed in order of receipt.
8. Written confirmation of your booking will not be sent until the closing date.
9. Bookings are transferable providing sufficient notice is given prior to the closing date.
10. Participants who withdraw voluntarily will have their course fees refunded, as follows:
 - 10.1 Withdrawals before the closing date will incur a 10% admin charge.
 - 10.2 Withdrawals between the closing date and six working days prior to the course will incur a 50% admin charge.
 - 10.3 There will be no refund for withdrawals made five or fewer working days prior to the course.
11. Participants who have to withdraw due to injury or illness, either before or after the closing date but before the course starts will only incur a 10% admin charge, subject to receipt of medical evidence.
12. Participants with an existing injury attend the course at their own risk. Participants should consider whether they need insurance coverage in case of injury during the course.
13. All participants must be aged 16 and over.
14. The Academy does not normally provide receipts unless requested to do so. An alternative for teachers is to retain a copy of their application and match it with their credit card slip / bank statement as evidence for their accountants.

The RAD reserves the right to amend the Application Form and these Terms and Conditions. In certain countries applicants must use the local Application Form to comply with local laws. Please check with the local office.