

Fife College Commercial Course Booking Terms and Conditions for businesses or courses relating to your trade, business, craft or profession*

Full payment must be made for the course booking to be confirmed in advance of the course start date or, where a purchase order number has been provided to secure the course booking, within 30 days of the date of the invoice, whichever is earlier. This applies where you are paying the course fees or where your employer or other sponsoring organisation is paying the course fees on your behalf. Payment can be made by debit or credit card, direct transfer, cheque, cash or BACS. We reserve the right to refuse course entry in the event of non-payment of the full course fees in advance of the course start date.

Payment Options

Payment can be made over the phone direct to Fife College during our normal opening hours on 0344 248 0115 using debit or credit card. This is the easiest option and will allow immediate confirmation of the course booking.

Payment can be made by direct transfer to the college's bank account using the bank details below. Please use the student ID number provided as the reference.

Account Name	Fife College
Sort Code	83-33-00
Account Number	00762939
Branch	Dunfermline
Bank	Royal Bank of Scotland

Payment can be made by debit or credit card or cash in person at Fife College during our normal opening hours.

Payment can be made by cheque and should be returned to the Finance Department using the address below. Please ensure that cheques are made payable to 'Fife College' and that your student ID number and the course title is written on the back of the cheque. Once the cheque has been processed, Fife College will be in touch to confirm the course booking.

Employers and/or sponsoring organisations can also make payment by BACS. Please post the BACS remittance quoting the BACS Payment Details to the Finance Department along with the completed Booking Request Form or e-mail the remittance to finance@fife.ac.uk. Once the BACS payment is processed, Fife College will be in touch to confirm the course booking.

Fife College
Finance Department
Pittsburgh Road
Dunfermline KY11 8DY

Cancellations

If you are booking a course for purposes relating to your trade, business, craft or profession (whether personally or via your employer or sponsoring organisation) you have the right to cancel any course booking that you have made insofar as such cancellation does not occur within the thirty (30) days immediately prior to the course commencement date (the "Cancellation Period").

If Fife College is given notice of cancellation in writing by emailing info@fife.ac.uk within the Cancellation Period, Fife College will offer a full refund with no administration charges.

Where written notice of cancellation is received outwith the Cancellation Period, the course fees will be refunded only at the discretion of Fife College.

If you fail to attend the course Fife College will not be required to offer you, or your employer or sponsoring organisation (as applicable), any kind of refund.

We reserve the right to cancel the course if necessary and a place will be offered on the next available date at no additional charge.

Transfers

If you are booked on a course and need to transfer to a new date, please telephone Fife College on 0344 248 0115 as soon as possible. Course transfers outwith the Cancellation Period will be subject to a £25 administration fee (excluding VAT).

**A copy of our Terms and Conditions for Consumers are available upon request.*