



Fife College Commercial Course Booking Terms and Conditions for consumers*

Full payment must be made for your course booking to be confirmed in advance of the course start date. Payment can be made by debit or credit card, direct transfer, cheque or cash. 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 your debit or credit card. This is the easiest option and will allow immediate confirmation of your place on the course.

Payment can be made by direct transfer from your bank account to the college's bank account using the bank details below. Please use your student ID number 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 your cheque has been processed, Fife College will be in touch to confirm your course booking.

Fife College
Finance Department
Pittsburgh Road
Dunfermline KY11 8DY

Cancellations

You have the right to cancel any course booking that you have made for yourself within **fourteen (14) days** of the day after receipt of the course booking confirmation (the "Cancellation Period").

If you give Fife College notice of cancellation in writing by emailing info@fife.ac.uk within the Cancellation Period and before the course commencement date, Fife College will offer you a full refund with no administration charges.



If you give Fife College notice of cancellation in writing by emailing info@fife.ac.uk within the Cancellation Period and the course has already commenced, Fife College will offer you a refund on a pro rata basis.

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

If you fail to attend the course and you do not provide Fife College notice of cancellation in writing to info@fife.ac.uk, Fife College will not be required to offer you any kind of refund. We reserve the right to cancel the course if necessary and you will be offered a place 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 businesses or relating to your trade, business, craft or profession are available upon request.*