



## Accredited Mediator Booking Form

### Your details:

<b>Full name:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Job title:</b>	
<b>Company:</b>	

### Details of the course you are booking:

<b>Course name:</b>	<b>Civil-Commercial Mediation Course</b>
<b>Course Location:</b>	<b>London</b>
<b>Price:</b>	<b>£2250 plus VAT (20%)</b>
<b>Method of payment:</b>	

**Signature:** \_\_\_\_\_

By signing above, you acknowledge that you have read and understood the Terms and Conditions overleaf.

## **TERMS AND CONDITIONS**

### **1. Fees and payment terms**

Fees include face to face delivery of the course, assessments by the trainers and all training materials given out on the course.

Accommodation and travel costs are not the responsibility of ADR-ODR International.

Full payment is due four weeks before the start date of the training course. If full payment is not received, the place on the course will be withdrawn, although it may be possible to join a later course.

### **2. Cancellation or date changes**

ADR-ODR International reserves the right to cancel or re-schedule the training course. In the event that delegates cannot be accommodated on an alternative course, a full refund will be given. ADR-ODR International cannot be held responsible for any extra costs incurred as a result of a cancelled or re-scheduled course.

If you cancel your booking four weeks or more prior to the start date, ADR-ODR International will refund the full course fees less an administration fee of 20%. If you cancel your booking between two and four weeks prior to the start date, a 50% refund will be given. Two weeks or less prior to the start of the course or failure to attend will result in no refund being given.

Delegate substitutions can be made up to three days prior to the start of the course with no charge.

Changing your booking to a later course will result in an administration fee of 25%

### **3. Reasonable adjustment**

ADR-ODR International will do everything they can to make reasonable adjustments to the course in order to meet delegate requirements. Delegates need to make their requirements; such as food allergies and wheelchair access requirements etc., clear before booking and wait for confirmation that these needs can be met. The assessment process will require taking part in role-plays and other tasks in order to ascertain the level of skill reached.

### **4. Copyright**

The copyright and all other intellectual property rights in all course materials remain the sole and exclusive property of ADR-ODR International. In participating in the course, you undertake that you will not copy or permit the photocopying of course materials, nor disclose or permit the disclosure or sell or hire the same to third parties, nor use the same for running your own courses unless agreed in advance and in writing by ADR-ODR International.

## **5. Qualification**

Delegates should note that successful completion of the ADR-ODR International Civil-Commercial Mediation Training course requires delegates to demonstrate an understanding of the underlying principles and competence in the skills concerned. Trainers use assessment documents which specifically identify these competence standards and you will be graded against them. You will be shown these assessment documents on the course as you progress. No guarantee is given that every participant attending will achieve the qualification.

## **6. Indemnity**

All information provided by ADR-ODR International is given in good faith and ADR-ODR International will not be held responsible for actions taken by the delegate or any other individual or organisation as a result of the information provided during the training course.

## **7. Queries**

If you have any questions or queries regarding these terms and conditions, you must put these in writing to ADR-ODR International, prior to enrolling on the course. You can notify us of your queries by emailing: [info@adrodrinternational.com](mailto:info@adrodrinternational.com). Your place will not be assured until the answers to any queries have been clarified in writing by ADR-ODR International.