

Invoicing & Cancellation Policy

INVOICING:

FOR SUFFOLK MAINTAINED SCHOOLS - Please note that the charge for your training will be made to your school via Journal Transfer. It is your responsibility to inform your Business Manager/Bursar of these details.

FOR ACADEMIES & SCHOOLS OUTSIDE OF SUFFOLK - Invoices will be raised and payments can be made by cheque or BACS.

Our invoices are sent from:
Barrow CEVC Primary School
Colethorpe Lane, Barrow, Bury St Edmunds, Suffolk. IP29 5AS
Tel: 01284 810223

CANCELLATIONS:

If you are offered a place on the course and you can no longer attend, please contact admin.connected@barrowcevcprimaryschool.co.uk as soon as possible. Cancellations made at least 2 weeks prior to the scheduled start of the course will not be charged. However, any cancellations received in the last two weeks before a course will still be charged at the full cost.

For multi-session courses - If you cancel a booking after attending a session or if you fail to attend any session, the full cost of the entire course remains payable.

If you wish to transfer a place to a colleague to avoid losing the cost of a course, please notify us by email -

admin.connected@barrowcevcprimaryschool.co.uk giving a minimum of 24 hours notice before the course is scheduled to start.