

## TERMS AND CONDITIONS OF CONSULTANCY SUPPORT

*Please read these terms and conditions carefully before booking any consultancy with Challenging Education Ltd. You should understand that by booking any of our consultants or associates, you agree to be bound by these terms and conditions.*

*You should print a copy of these terms and conditions for future reference.*

*Please understand that if you refuse to accept these terms and conditions, you will not be able to book any consultancy with Challenging Education Ltd.*

### CANCELLATION BY THE CLIENT

Cancellations should be advised in writing by email to Challenging Education Ltd [office@challengingeducation.co.uk](mailto:office@challengingeducation.co.uk)

Should any consultancy be cancelled the following scale will be applied:

- Cancellation received by Challenging Education Ltd between 5 and 20 working days before the scheduled event will be charged 50% of the agreed consultancy fee (as outlined on the invoice).
- Cancellation received by Challenging Education Ltd up to five working days before the scheduled event will be charged 100% of the agreed consultancy fee (as outlined in the invoice).

### NON-REFUNDABLE COSTS

- The client will be liable to meet any non-refundable costs associated with the consultancy which cannot be cancelled regardless of when Challenging EDUCATION Ltd is notified of the cancellation.

Whilst we understand that from time to time, clients may wish to cancel at short notice, the above criteria will apply.

### CANCELLATION BY CHALLENGING EDUCATION LTD

Challenging Education Ltd reserve the right to withdraw a consultant if it is believed there is any reputational risk to the company. On the rare occurrence of illness or adverse weather conditions, Challenging Education will not be liable for any charges incurred to the client. Cancellation charges will incur full costs irrespective of timescale if re-arranged date cannot be agreed. Challenging Education Ltd does not accept liability for any failure to provide the services contracted, which is due to circumstances beyond the control of the company.

### MILEAGE

All prices are exclusive of VAT and mileage. Mileage is charged at a rate of £0.45p per mile.

## TERMS AND CONDITIONS FOR PUBLICATIONS

Any and all intellectual property rights in and relating to Challenging Education Ltd, the Service and/or the Materials are owned by Challenging Education Ltd . Unauthorised use of those Materials including reproduction, storage, modification, distribution or republication without the prior written approval of Challenging Education Ltd is strictly prohibited and will result in prosecution. The names and logos of Challenging Education Ltd and all related product and service names, designs, marks, logos and slogans are the trade names, service marks or trademarks of Challenging Education Ltd and may not be used without the prior written approval of Challenging Education Ltd.

## INSURANCE

All consultants delivering consultancy support on behalf of Challenging Education Ltd are covered by £2 million Professional liability and £5 million General liability. A copy of the insurance policy certificate is available on request.

## GDPR and Privacy Policies

Challenging Education GDPR and Privacy policies are available via the link on the website or by contacting [office@challengingeducation.co.uk](mailto:office@challengingeducation.co.uk).