

## **Terms and conditions**

### **Change of plans**

We understand that sometimes course participants need to change their plans or cancel. If that is the case, please let us know as soon as possible as we may be able to fill the place. If you cancel a place within 7 days or less before the course start date, you will be liable to a charge of £25.

You can substitute your place with another participant at any time. Please let us now about any changes by e-mail.

For group bookings we ask for a minimum of 8 participants. If you cancel a place within 7 days or less before the course start date, you will be liable to a charge of £25 per person. You can substitute a place with another participant at any time. Please let us now about any changes by e-mail.

### **No shows**

If a participant does not show up on the day – you will be charged the full fee.

### **Cancellations**

We reserve the right to cancel a course or amend the time and venue. We might need to cancel a course if the number of participants is too low to make it viable. We will let you know at least 7 days in advance if that is the case. The full fee will be refunded if this occurs. Other reasons may include cancellation due to illness or bad weather at short notice. An alternative date or a full refund will be offered.

### **Course attendance and certification**

Participants must attend the course in full and pass a multiple-choice examination, written or oral, (60% pass rate) to receive a REHIS Elementary Food Hygiene certificate.

If you have any questions in relation to the above, please contact Jackie Arreaza by email [jackiea@greenerkirkcaldy.org.uk](mailto:jackiea@greenerkirkcaldy.org.uk) or call 01592 568458.



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