

MYF Training Ltd: Terms & Conditions

This statement details our business terms and conditions. Some aspects of the terms may not be relevant to you and we recommend that you ask for further explanation or clarification if needed.

GENERAL

1. Fees

- 1.1 All course and training event fees are subject to VAT at the current rate. However, book sales are not subject to VAT in accordance with current HMRC rules
- 1.2 Fee levels are determined according to the type of course and consumables used.

2. Payment Terms

- 2.1 Our payment terms are 30 days. However, payment in instalments may be acceptable for some courses. Please contact MYF Training to discuss this.

3. Settlement terms

- 3.1 Should an account not be settled within our payment terms a reminder will be sent.
- 3.2 We reserve the right to add interest to overdue accounts at the rate of 8% over base lending rate.
- 3.3 Should it be necessary for further reminders to be sent, further charges will be incurred.
- 3.4 After due notice to you the client, overdue accounts will be referred to our debt collection agency and/or pursued through legal channels. Further charges will be levied in respect of costs incurred in collecting the debt, such as: Production of reports, Calls, Court and other legal fees
- 3.5 Any cheque returned by our bank as unpaid, any credit card payment not honoured and any cash tendered that is found to be counterfeit will result in the original account being restored to the original sum, with further charges being added in respect of bank charges and administrative costs together with interest on the principle sum.

4. Inability to pay

- 4.1 If for any reason you are unable to settle your account as specified, we urge you to discuss the matter as soon as possible with a member of staff.

5. Client Financial Referencing & Guarantors

- 5.1 We reserve the right to reference current or prospective clients' credit worthiness. This will include credit referencing agencies and County Court Judgements.

6. Complaints and standards

- 6.1 We hope you never feel the need to complain about the standards of our service. However, if you feel that there is something you wish to complain about, please direct your comments in the first instance to the business manager.
- 6.2 Any dispute with the fees presented must be put in writing to the Practice within 7 days of receiving the invoice.

7. Variations in terms of trading

- 7.1 No addition or variation of these conditions will bind the practice unless it is specifically agreed in writing and signed by one of the practice partners.
- 7.2 No agent or person employed by, or under contract with the practice has the authority to alter or vary these conditions in anyway.

8. Applicable law

- 8.1 These terms are governed by, and constructed in accordance with English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning these terms and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in these courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction. If any provision in these standard terms of business, or its application, are found to be invalid, illegal or otherwise unenforceable in any respect, the validity, legality or enforceability of any other provision shall not in any way be affected or impaired.

9. Data protection act

- 9.1 We may obtain, use, process and disclose personal data about you in order that we may discharge our duties as your training provider under these standard terms of business, and for other related purposes including updating and enhancing client records, analysis for management purposes and statutory returns, crime prevention and legal and regulatory compliance. You have a right of access, under data protection legislation, to the personal data that we hold about you and your employees. We confirm that when processing data on your behalf we will comply with the provisions of the Data Protection Act 1998. For the purposes of the Data Protection Act 1998, the Data Controller in relation to personal data supplied about you is the Director.

10. Methods of Payment

- 10.1 You may settle your account using the following:
 - Cash
 - Cheque (supported by current bank card)
 - Credit/Debit Card using our online payment facility
 - Online Banking – See our details at the end of these terms and conditions
 - Direct Debit / Standing Order. Please talk to our Accounts Department or Business Manager to discuss and agree payment plans

Online Banking - Our Bank Details:

Account Name: MYF Training Ltd
Address: HSBC, 15 Wellington Street, Aldershot, GU11 1DY
Sort code: 40-08-13
Account number: 91506609
IBAN No: GB37MIDL40081391506609
Payment Ref: Please enter your invoice number