



INTEGRITY AT WORK TRAINING COURSES & EVENTS TERMS AND CONDITIONS

Bookings and Payments

All bookings must be secured against receipt of a valid Purchase Order number, the client's credit card details (through an online payment processing service e.g. Eventbrite) or request for issuance of invoice; unless otherwise agreed at the time of the client's booking being made.

- i. **Credit Card** payment terms: Full payment will be charged to the client's credit card at the time of their booking being made.
- ii. **Bank Transfer or Cheque** payment terms: Full payment must be received from the client in order to confirm the booking (see below).
- iii. All training courses will be charged exclusive of VAT.

Our bank details are:

Transparency International Ireland
Bank of Ireland
Lower Baggot St
Dublin 2
Ireland
A/c No: 69163705
Sort Code: 901490
IBAN: IE76BOFI90149069163705
Tax Reference Number: 6410950R
TCAN: 866682

Cheques should be made payable to Transparency International Ireland and forwarded for the attention of the Office Coordinator, Transparency International Ireland, 69 Middle Abbey St, Dublin 1.

- iv. Should full payment fail to be received within **two working days** prior to the course/event commencing, TI Ireland reserves the right to cancel the client's booking and refund any payment subsequently received. In the event of the client's cheque being dishonoured upon presentation to their bank, the booking will automatically be cancelled.
- v. **Payment default:** In the event of an invoice remaining unpaid for more than **30 days** past due date (without justifiable reason and that of the company's prior knowledge or consent), we reserve the right for the whole account (current and overdue) to be treated as due for immediate settlement. Failure to make full payment within a further 30 days may result in the client's whole account being passed to the company's solicitors for collection and the account automatically closed to further business with TI Ireland.



Course Cancellation, Amendment and Refunds

- i. Written confirmation of cancellation must be received from the client no later than **five working days** in advance of the course/event start date, otherwise the full fee will apply and the participant(s) will not be entitled to either a partial or full refund.
- ii. Change of participant(s) must be submitted within **two working days** of the course/event start date.
- iii. Training courses will not go ahead where the stated minimum number of required participants has not been reached. As a general rule, the minimum required number for courses is ten participants.
- iv. Every effort is made by Transparency International Ireland to ensure that courses/events booked are conducted within the terms of their agreement; however, circumstances may arise for which we reserve the right to either cancel or amend the course date or venue. Arrangements will also be offered to the client at that time and wherever possible; otherwise a full refund will be made.