

## Terms and Conditions for CDN Events

### 1. General

With submission of a web booking or completion of the booking form, delegates enter into a binding agreement with College Development Network (CDN) to attend an event managed by CDN and you are acknowledging that you have read and understood the terms and conditions herein.

CDN reserves the right to decline any booking.

### 2. Confirmation

**2.1** On receipt of your completed booking information online CDN will reserve your place.

**2.2** All confirmed delegates will receive a booking confirmation. If you do not receive your booking confirmation, please email [events@cdn.ac.uk](mailto:events@cdn.ac.uk) so that we can confirm there are no problems.

### 3. Registration Fee

**3.1** Where applicable, the total price for participating in an event will be shown on the event registration page.

### 4. Payment

**4.1** An invoice for the event fee will be sent immediately after the event.

**4.2** Payment is due within 30 days of the date shown on the invoice. Please quote invoice number on any correspondence.

**4.3** If payment is made by PayPal, payment will be taken immediately. Delegates should keep a copy of their confirmation as means of receipt.

### 5. Cancellations

**5.1** If you wish to cancel your place from an event, you must indicate in writing or via email to [events@cdn.ac.uk](mailto:events@cdn.ac.uk)

**5.2** Delegates will not be required to pay any charge towards covering the event fee provided that cancellation has been received out with 5 working days of the event start date.

**5.3** If notification of cancellation is received within 5 working days prior to the start date of the event delegates will be liable for 100% of the full event fee. However, a substitute delegate may attend in their place if this is a more suitable outcome for both parties.

**5.4** Cancellation charges do not apply to free events.

**5.5** If a delegate fails to attend an event, a standard fee of £10.00 will be payable to CDN.

### 6. Liability

**6.1** CDN reserves the right to cancel, re-schedule or vary any event due to insufficient numbers, or reasons beyond our control. If this were to happen and you were unable to attend a new date, CDN will refund any money paid for the event in full. CDN will not be held liable for transport, accommodation, loss of earnings or other associated costs by you.

## **7. Data Protection**

**7.1** CDN comply with the Data Protection Act 1998. Further information can be viewed in our [Privacy Statement](#).