

TERMS AND CONDITIONS OF APPLICATION

Applications and Payments

Applications can only be made by post using the appropriate course application form. Telephone, e-mail or fax bookings will not be accepted. Places are limited and will be dealt with on a first come first served basis.

Courses must be paid for in full at the time of booking.

Course costs include all course materials including a Home Study Pack which will be distributed prior to attendance at the course.

Deadlines

The deadline for applications is 6 weeks prior to each course date. Late applications will not be accepted at any time. Deadlines are in place to ensure all pre-course material is distributed to candidates in sufficient time prior to each course.

Course Confirmation

Your place on a course will be confirmed in writing, together with details of the course venue and a 'Candidate Induction Pack' 4 weeks prior to the course. You will also receive a separate Home Study Pack containing manuals and coaching log books required for the course. If you have not received such confirmation 3 weeks prior to the course you should contact the PGA Coach Education Administrator.

Cancellations

By the PGA

The PGA reserves the right to cancel a course at any time. If a course is cancelled due to insufficient numbers, all delegates will be advised of the cancellation no later than 4 weeks prior to the event. Delegates will be offered a full refund or transfer onto an alternative course. However, the PGA disclaims any responsibility for costs incurred by the delegates due to the cancellation of travel or accommodation arrangements.

By the Candidate

All cancellations by candidates should be advised to the Training Department in writing, as soon as possible prior to a course. Cancellations by the delegate up to 6 weeks prior to the event will incur a 10% administration charge. After this time no refund will be due unless the course is full and the place can be filled from the reserve list. In these circumstances a 10% administration charge will be made. A refund may be made in exceptional circumstances where a delegate cannot attend on the day. In such cases an application must be made in writing to the PGA, accompanied by appropriate evidence such as a doctor's note, proof of flight cancellation etc.

Refunds

All refunds will be made within 28 days of receipt of confirmation of cancellation, using the original method of payment.

Transfers

Transfer requests must be made in writing and will only be accepted up to 6 weeks prior to the original course booking. All transfer requests will incur a 10% administration charge payable at the time of transfer request.

After such time the booking will be treated as a late cancellation or non attendance.