

Invoicing & Cancellation Policy

INVOICING:

FOR SUFFOLK MAINTAINED SCHOOLS - Please note that the charge for your training will be made to your school via Journal Transfer. It is your responsibility to inform your Business Manager/Bursar of these details.

FOR ACADEMIES - Invoices will be raised and payments can be made by cheque or BACS.

Our invoices are sent from:
Barrow CEVC Primary School
Colethorpe Lane, Barrow, Bury St Edmunds, Suffolk. IP29 5AS
Tel: 01284 810223

CANCELLATIONS:

If you are offered a place on the course and you can no longer attend, please contact admin@connectedtsa.org as soon as possible. Cancellations made 2 weeks prior to the scheduled start of the course will receive a full refund of any fees paid. However, any cancellations in the last two weeks before a course will still be charged at the full cost of the course. If a booking is cancelled after the first session or if you fail to attend a course, the full cost of the course remains payable.

If you wish to transfer a place to a colleague to avoid losing the cost of a course, please notify admin@connectedtsa.org before the start date.