**TRAINING AGREEMENT**

This Agreement is made between:

(1) (organisation name) and

(2) Stephanie Lowen

**Terms of Agreement**

Training will be delivered on – (insert date, time and location) to (insert number of participant) following training package (insert chosen training package)

Fees:

All training packages will require a 50% deposit at the time of booking. The remainder of the payment must be paid within 30 day of receiving an invoice.

Expenses:

Travel:

Will be included in the cost of training if travel is needed multiple times or outside of the UK this will be an additional charge and will be added to the invoice after the training.

Accommodation:

If accommodation is required this will be additional to the training package cost and added to the invoice after the training.

Cancellation:

less than 20 days’ notice prior to the Event: Non-refundable deposit.

30 -21 days notice prior to the Event: 25 % of the deposit will be returned.

more than 60 days’ notice prior to the Event: 50% of the deposit will be returned.

If Stephanie Lowen has to cancel for unforeseen circumstances, then another date will be offered, or full deposit refund given.

**Declaration**

By signing below, both Stephanie Lowen and the Organisation agree that the terms and conditions of this agreement have been understood and both parties agree to abide by them.

Organisation signature: …………………………………………..

Printed name: … ………………………

Date:

Stephanie Lowens signature:

Printed name:

Date: