

NOTES ON PAYMENT

This application form **MUST** be accompanied by the following:

Payments can be made by cheque credit payable to the ALSO UK Office or by debit card /credit card by calling 0191 2765738.

Please Note: There will be a charge of 3.2% for payments made by credit card and 3.4% for American Express.

**YOUR CD-ROM/MANUAL WILL THEN BE DESPATCHED
UPON RECEIPT OF PAYMENT**

**AN AGENCY WILL BE EMPLOYED TO RETRIEVE
ANY NON-PAYMENT**

PLEASE NOTE-places are not guaranteed until payment received in full.

Completed forms / payment must be returned to the ALSO office
NO LATER THAN 12 WEEKS BEFORE THE COURSE

ALSO Cancellation Policy

- Transfers can only be made up to 12 weeks prior to the course date and will incur an admin fee of £50 payable to ALSO(UK). After this date **NO transfers will be accepted.**
- **After this 12 week period all cancellations would incur full course fee.**