



THE INSTITUTE OF CLASSICAL OSTEOPATHY

Furthering Classical Principles and Practice

ICO DIPLOMA COURSE – FULL COST £5000

OPTION 1 – COURSE PAYMENT IN FULL

On Sign Up = £400 Deposit

Balance Payable = £4200 payable before the start of the first training session.

Total Course Price Payable £4600 (a £400 Discount on the full price)

ICO DIPLOMA COURSE CANCELLATION POLICY

Cancellation by Students

To reserve a place on the Postgraduate Diploma in Classical Osteopathy, you need to pay a £400 deposit when signing up.

This payment will be deducted from the final Diploma course cost due payable by instalments or in full.

Once you are signed up, payment for the course must be settled before the course commences if you are paying in full.

In the event of paying by instalments, you will need to have set up a standing order to pay each instalment monthly, starting with a cleared payment at least 7 days before the first training session takes place.

Payments will then need to be made on a regularly monthly basis thereafter until all agreed instalments have been settled.

PLEASE NOTE: Payments must be made in accordance with the payment schedule and at least 48 hours before the start of the seminar/course before each teaching weekend if you have chosen the monthly payment option or you may not be able to attend.

- **All Cancellations** must be made in writing to icofrontdesk@gmail.com
- If you cancel your place on the course you will get a full refund of your deposit up to 30 days before the start date or 50% refund until 14 days before the date of the course after which time it will become non-refundable. This is due to the financial commitments that we have to make with third party facilities at least a month before the course begins.
- If you have paid the Diploma Course in full and you decide to cancel:
30 days before the start date of the course, you will get a full refund of your fees.
14 days before the date of the course the ICO will refund your course fees and 50% of your course deposit.
Within 14 days before the course begins we will not be able to refund your deposit.
- If you decide to stop attending the Diploma Course half way through and you have paid in full we will not be able to refund you any money for the course due to costs already incurred, but we can discuss the possibility of rescheduling you for the next course.
- If you decide to stop attending the Diploma Course half way through and you are paying by monthly instalments, we will need to calculate the payments already received against costs incurred / training sessions already attended, to see if there

is any amount due before the monthly payment is cancelled.

If you wish to rejoin another course in the future we will have to restart the process, though are happy to discuss options if you have already completed part of the training.

- The ICO will not be held responsible for any associated expenses. As such the ICO recommends that all flights/accommodation are booked with flexible/cancellation options.

Cancellation by the ICO

On rare occasions, such as adverse weather conditions, teacher sickness, travelling restriction that render lecturers unable to reach the location, the ICO has the right to cancel, relocate or reschedule the seminar/workshop, as these decisions are often required to be made within 24 hours of the seminar/workshop.

It is the delegates' responsibility to check the email address that has been given to the ICO on this application before commencement of their journey to the facilities.

All diploma/course fees paid will be reimbursed in full in the following scenarios:

- In the event of there being insufficient numbers booked onto a course the ICO reserves the right to cancel or postpone the course.
- In the event of cancellation of a course by the ICO we will endeavour to inform all participants as soon as possible.
- If the course is fully cancelled by the ICO.

Please note, that the ICO shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.

Delegate Declaration

By Paying my deposit I understand that due to the expenses of running a course the ICO reserves the right to cancel any event/workshop/course/seminar where delegate numbers are insufficient (usually less than 6-8). I understand that any costs incurred as a result of advanced bookings of flights, hotels or similar, will be made at my own risk and cost.

PRINT NAME _____ SIGNATURE _____

DATE __/__/__

ADMIN USE :

DEPOSIT RECEIVED DATE: __/__/__ FULL PAYMENT RECEIVED: __/__/__

CONFIRMATION RECEIPT ISSUED: __/__/__