



the british
psychological society
professional development centre

Professional Development Bookings: Terms and Conditions

By using the Eventsforce system to register for professional development activities organised by BPS Professional Development Centre, you are signifying your agreement to these Terms and Conditions.

Professional Development Bookings

Please ensure that you read these Terms carefully. Please also check that the details on your online booking are complete and accurate. These Terms together with the online booking constitute the entire agreement between you and us. If there is any inconsistency between these Terms and the online booking, these Terms will prevail. References to "we/our/us" in these Terms means The British Psychological Society of St Andrews House, 48 Princess Road East, Leicester LE1 7DR, a charity registered in England and Wales with charity number 229642. Our VAT number is 283 2609 94. The contact is learning@bps.org.uk

1. Our acceptance of the booking will take place when you are issued with an email confirmation of the booking, following receipt of your card payment. If you do not receive an email confirmation within 24 hours of submitting the booking form to us, you should email us. You are advised not to incur any expenses in relation to the event until you have received email confirmation of your booking.
2. Our prices may change at any time, but price changes will not affect a booking that we have confirmed with you. All prices include VAT at the point of sale. However, if the rate of VAT changes between the date of the booking and the date of the event, we will adjust the rate of VAT that you pay, unless you have already paid for the event in full before the change in the rate of VAT takes effect.
3. Our cancellation rights:
 - (a) We may have to cancel an event due to circumstances beyond our control. We will notify you of such a cancellation as soon as reasonably possible.
 - (b) If we have to cancel an event for any of the reasons set out in clause 3(c) above and you have made any payment in advance for the event, we will, at our sole discretion, either refund these amounts to you or offer to transfer you to a different event.
 - (c) Force Majeure
For the purposes of this clause 3, circumstances beyond our control means any act or event beyond our reasonable control, including without limitation: strikes, lock-outs or other industrial action by third parties, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster, or failure of public or private telecommunications networks.
4. Your cancellation rights:
 - (a) You may cancel any booking online by accessing the link in your booking confirmation email.
 - (b) In compliance with the distance selling cooling period, if you cancel within 7 working days of submitting your booking, you will receive a full refund of any monies paid in advance. We will refund you on the credit/debit card used by you to pay.
 - (c) If you cancel after 7 working days of your booking, you will incur a £15 administration charge and a cancellation fee will be charged based upon the date of notification as follows:
 - (i) More than 14 days prior to the event start date – full refund of the price paid for the event minus a £15 administrative charge if the cancellation is received after 7 days of your booking.
 - (ii) Less than 14 days prior to the event start date – 100% of the price charged for the event

5. Our liability to you:
- (a) If we fail to comply with these Terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breach of the Terms or our negligence, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it was an obvious consequence of our breach or if it was contemplated by you and us at the time we confirmed your booking.
 - (b) We have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity in connection with or in any way arising out of your booking with us.
 - (c) We do not exclude or limit in any way our liability for:
 - (i) Death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; or
 - (ii) fraud or fraudulent misrepresentation.
6. How we may use your personal information:
By providing your personal information during the registration process, you are agreeing to us processing and holding it for the purposes of the event and processing your payment for the event. Further information regarding your privacy can be found at www.bps.org.uk
7. Other important terms:
- (a) These Terms are between you and us and no other person shall have any rights to enforce them.
 - (b) These Terms and any disputes or claims relating to them are governed by English law. You and we both agree to submit to the exclusive jurisdiction of the English courts.
- As a consumer, you have legal rights in relation to services that are not provided as described. Advice about your legal rights is available from your local Citizens' Advice Bureau or Trading Standards office. Nothing in these Terms will affect these legal rights.

November 2018