

Terms and Conditions

Booking Procedures

- On submission of a booking request, you agree to the Southampton Inclusion Partnership terms and conditions for payment.
- Payment will be generated on receipt of the booking request and time permitting, made in advance.
- If you are a Southampton maintained school, then charges will be raised via journal to the cost centre identified on the booking form.
- If you are not a Southampton maintained school, then a booking request will generate an invoice against the identified order number for the full course amount. The invoice is payable within 30 days.
- Places on courses will be allocated and confirmed on a first come first served basis.
- Full or partial charges will still apply for late cancellation.
- On booking you agree to the T&Cs. Please ensure your Finance Officer is aware of this commitment.