

Please read the following terms and conditions carefully before sending your completed application form and ensure that you are able to meet any specified pre-requisite criteria.

You may wish to download and keep a copy of this information for future reference. Should you require any further information or clarification of the content of this document, please call 01903 766855.

## **1. Receipt of Booking and Payment**

- 1.1** All major courses (excluding Futsal, Coaching Disabled Footballers & Introduction to Coaching Adults) can now be booked and paid for via our online booking system.
- 1.21** Safeguarding Children and Welfare Officer Workshop application forms should be returned to Catherine Lerner, County Welfare Officer, SCFA HQ, Culver Road, Lancing, West Sussex, BN15 9AX
- 1.22** For all other courses, including Coaching and Emergency Aid application forms should be returned to Oliver Spillett, Football Development Administrator, SCFA HQ, Culver Road, Lancing, West Sussex, BN15 9AX
- 1.3** Full payment of course fees must be received at the time of booking. Cheques should be made payable to Sussex County FA Ltd. Payment can also be made by debit or credit card. N.B. Credit card payments will not be accepted within one month of the course start date.
- 1.4** Places on courses are allocated upon dated receipt of completed booking form with appropriate payment and pre-requisite information (where necessary).
- 1.5** For invoice payments on behalf of an individual, an official purchase order citing order number and full description of required services (course details) is necessary. Sussex County FA Ltd will raise an invoice by return; accounts must be settled within four weeks of receipt by the purchasing client. SCFA Ltd reserves the right to charge interest on outstanding accounts at a rate not exceeding 2% per month.

## **2. Course Confirmation**

- 2.1** Receipts for payment of course fees are issued once the candidate/s has/have been enrolled onto the respective course.
- 2.2** Confirmation of enrolment and further course details are provided no later than ten days prior to course commencement.

## **3. Cancellations & Refunds**

- 3.1** A cancellation charge will be issued if the booking is cancelled by the candidate or sponsor as follows:

~Up to one month prior to the confirmed course start date:	<b>No Charge</b>
~Less than one month, but at least seven days prior to the confirmed course start date:	<b>25% of course fee</b>
~Less than seven days prior to the confirmed course start date:	<b>100% of course fee</b>
- 3.2** Candidates who cancel due to medical reasons must provide a medical note/ certificate to receive a full refund or transfer.
- 3.3** Cancellation fees may be waived in exceptional circumstances and upon written appeal to Sussex County FA Ltd. Appeals procedure available on request.
- 3.4** Bookings can also be transferred. Please see: section 5 Transfers.

## 4. Cancellation by Sussex County FA Ltd

Sussex County FA Ltd takes all measures as are deemed reasonably practicable to ensure it fulfils its obligation with regard to confirmed course provision.

However if on or before the date of the course and owing to either unforeseen circumstances, force majeure or emergency, Sussex County FA Ltd shall exercise the right of absolute cancellation. In such a case, the total fees for the course shall be refunded, or transferred to an alternative Sussex FA Learning course. Sussex County FA Ltd shall not be liable to pay any compensation to candidates or any other person(s) in respect of the cancellation.

If Sussex County FA Ltd is rendered wholly or in part to carry out a confirmed course obligation by reason of force majeure, then Sussex County FA Ltd will give notice and therefore be released from those obligations which can no longer be fulfilled.

## 5. Transfers

**5.1** A candidate may transfer from one course to another upon request and payment of a Transfer Fee. Payment of this fee must be received with the transfer request.

**5.2** The transfer request must be received in writing and at least fourteen days prior to the confirmed start date of the course.

**5.3** The written transfer request should detail:

Name, address, contact  
Original course code, date and venue of the course to be transferred FROM  
New course code, date and venue of the course to be transferred TO

**5.4** Transfer fees as follows:

Emergency Aid Course	£10.00
Safeguarding Children Workshop	£10.00
Welfare Officer Workshop	£10.00
Level 2 Preparatory Course	£10.00
Age Appropriate Coaching Course	£10.00
FA Youth Award	£25.00
Level 1 Certificate in Coaching Football	£25.00
*Level 1 Certificate in Coaching Football Module	£25.00
Level 2 Certificate in Coaching Football	£25.00
Level 1 Goalkeeping Award	£25.00

\*A fee of £25 will be charged for **each** part of the Level 1 CCF that is transferred (i.e. Safeguarding Children, Emergency Aid and Final Assessment).

**5.5** As per section 3 Cancellations & Refunds, no fee will be charged if a transfer is requested and received in writing up to one month prior to the confirmed course start date. Section 3 points 3.2 and 3.3 may also apply in this respect.

## 6. Discounts & Reductions

**6.1** Course fee discounts are available for Sussex County FA Coaches Association Members and Sussex Affiliated FA Charter Standard Club Members are as follows:

Courses < £100	£5.00 discount
Courses between £100 & £200	£10.00 discount
Courses > £200	£20.00 discount

Discounts apply per course. Membership/ affiliation number proof is required at the time of booking.

**6.2** Candidates in receipt of a means-tested state benefit (e.g. jobseekers allowance or income support) may be eligible for a reduction in fees. Further information available on 01903 766855. Evidence will be required.