



# THE SECURITY ACADEMY

## Terms & Conditions

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#### Payment

Payment can be made in cash or by cheque, made payable to The Security Academy Malta Ltd.,

Payments are also accepted by Visa or MasterCard, or by an acceptable International Bank Draft.

Payment is required, in full, at least a week before the training date.

For bookings made after a week from the training date, payment must accompany booking.

The training fee also includes light refreshments.

#### Course Bookings and Reservations

In order to provide personal attention to participants, The Security Academy do not intend to run this course

for a large class. Usually classes are not bigger than 20.

It is strongly advised that bookings are made in advance as we can only accept participants on a first-come-first-served basis.

Bookings and reservations are subject to receipt of deposit of 25%, excluding VAT .

#### Booking Cancellations

Booking cancellations will only be accepted in writing and are subject to a 15% Administration

charges. No refunds will be made if a cancellation is received later than one week prior to the start of the course.

#### Change of delegate

Should a delegate be unable to attend, a substitute may be sent at no extra cost, providing The Security Academy are informed of this in writing at least one week before the course is due to commence.

## **Course cancellation**

The Security Academy reserves the right to cancel an event at any time, without liability, in which case all training fees will be refunded in full. However, The Security Academy cannot be held liable for any other expenses incurred by participants or their companies due to the cancellation.

## **Changes to advertised details**

The Security Academy reserves the right to change the venue / speakers / presentations at any time, with or without notice.

## **Views and opinions**

Although we take all the necessary precautions to see that all the Instructors representing The Security Academy are all on the same line, the views and opinions of the course tutors or attendees are their own and do not necessarily reflect those of The Security Academy.

## **Privacy policy**

The Security Academy do not disclose participants' information to third parties and all the personal information

(name, address, phone number, email address, credit card information) sent is securely

stored in full compliance with the Data Protection Act . The information provided shall only be

held by The Security Academy Malta Ltd. for process registration purposes.

The information provided may be used to keep participants updated of The Security Academy's other courses, services and events unless otherwise notified.

To opt out please send an email to [info@thesecurityacademymalta.com](mailto:info@thesecurityacademymalta.com) . This does not affect the participant's statutory rights as a customer.

## **Discounts**

### **Number of discounts options are available.**

1. Signal 8 Security employees has an automatic discount on all courses.

2. For bookings of more than two persons from one organization, on the same

Course and on the same date, the organisation can benefit from our team discount

option:

§ 5% discount on next two bookings;

§ 10% discount on remaining balance of participants.

To qualify for this option all team members must be booked at the same time.

3. Booking on any of our courses at least six weeks in advance shall qualify the

applicant for a 5% discount on the overall price.

**Please ask for the discount at the booking stage, as these cannot be given retrospectively.**