



THE CATHOLIC DIOCESE OF  
**ARUNDEL & BRIGHTON**  
EDUCATION SERVICE

## BOOKING TERMS & CONDITIONS

Version: August 2023

The Education Service is committed to providing excellent professional development opportunities to help all members of our school communities to reach their full potential. Our training programmes and events are designed to support school staff and governors in their current roles as well as providing opportunities to prepare them for the next stage in their career, with Continuing Professional Development (CPD) opportunities at all levels.

**Please ensure that you read the CPD Training and Events Terms & Conditions below before making your booking:**

- Events and courses must be booked online through our CPD Training and Events booking platform, ChurchSuite.
- Payment for CPD Training and Events is payable at the point of booking.
- Users should ensure that any email addresses are typed carefully - receipts are returned automatically to the email provided by the user.
- The person booking CPD Training and Events must ensure that they have both the bill payer and relevant line manager's permission.
- The person booking the event is responsible for passing on CPD Training and Event information and/or receipt information to the correct contact within their setting.
- CPD Training and Events may be subject to a maximum attendance number, please note that booking will close early if this number is reached.
- Once CPD Training and Events are booked and paid for, a place will be held for that person.

**Failure to attend CPD Training/Events, or a cancellation within two weeks immediately prior to that event, will, in all but the most exceptional circumstances, be charged at the full rate.**