

# Terms and Conditions

## TERMS AND CONDITIONS

By taking this course, you agree to the following terms and conditions.

You can return your course within 60 days, and we will refund your money. We will return your money within 21 days of receiving your returned course. The terms of this contact do not affect your statutory rights.

## RETURNS, REFUNDS AND GUARANTEES

We undertake to refund your money if you return the course within 60 days. This is in addition to your statutory rights. We will also refund the cost of the course if, 90 days after successfully completing the course, you have sought and failed to find work. Documentary evidence of promotional activity must be provided to support your claim. You will have to pay the cost of posting the course to us. We need to receive your application for a refund within 120 days of completing the course.

Our course is designed to help you get work as a freelance. We don't recommend that students seek work as an employee, for which further qualifications or experience may be needed.

If we refund your money in relation to the 90-day offer, this will be on the condition that the qualification is withdrawn. If we deem that you are eligible for a 90 day refund, it will be made only after you have returned your Diplomas and have removed all references to the qualifications from your marketing material and stationery.

We reserve the right to withdraw your enrolment to the course and refund your money if we find that we are unable to support your learning needs.

Our courses are non-transferable.

## THE SALE

1. Confirmation: Before you buy, we will specify on the website the price you will pay. After you buy the course, we will confirm the order by post and/or by email, immediately after the order is placed. We will include your tutor's name and address in the course pack.

2. Cancellation and refunds: We give you the right to cancel the contract within 60 days without reason. The 60 days start when you receive the goods. If you cancel, we will return your money within 21 days of receiving the returned materials. Unless the course is faulty, or not what you ordered, you will have to pay the cost of returning the goods. If any of the returned materials are damaged then we will have to deduct a fee from your refund.

3. Mentoring: We offer three months' free email mentoring to all learners who have registered after 1st September 2009. The offer starts when the learner receives their Diploma, and finishes three months after that date. You may send your mentor only one email each week, and the mentor will reply within five working days. You will not be able to communicate by phone due to the extra costs that would involve. You agree to absolve us from any responsibility for any actions that result from you taking advice from the mentor. If you're in any doubt, you should seek the advice of a qualified lawyer.

## MISTAKES, COMPLAINTS AND DISPUTES

1. Consumer Law: We aim to meet our obligations under the consumer protection laws currently in force.

2. Faulty Goods: If the course turns out to be faulty or is different from what you ordered, we will offer you a full refund. We will give the refund as soon as possible and at the latest, within 30 days of agreeing to give the refund. We will also pay your postage.

3. Mistakes in bills, receipts or payments: We will correct any mistakes in bills, receipts or payments as soon as possible, and at the latest within 30 days of agreeing to do so.

4. Complaints: We will acknowledge any complaint within five working days. We will advise you how long it will take to resolve the complaint.

We will keep you informed throughout the process.

5. Disputes: We do not belong to any dispute solving scheme.

Liability: We take no responsibility for the accuracy or validity of any claims or statements contained in our courses, documents or website. We make no representations about the suitability of any of the information for any purpose. We provide all such courses and information without warranty of any kind, except as referred to in Returns, Refunds and Guarantees above. In no event shall we be liable for any damages, including special, indirect or consequential damages, arising out of or in connection with the use or performance of our courses or information.

Indemnity: You agree to defend, indemnify and hold us and our affiliate and related companies harmless from all liabilities, costs and expenses, including reasonable attorneys' fees, related to any violation of this Agreement by you or your clients.

Recourse: If you are dissatisfied with our product, service, website or information, or with any of our terms, conditions, rules, policies, guidelines, or practices, your sole and exclusive remedy is as referred to in Returns, Refunds and Guarantees above.

## MISCELLANEOUS

This Agreement, including any and all documents referenced herein, constitute the entire agreement between us and you pertaining to the subject matter hereof. Our failure to insist upon or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provisions or right.

If any of the provisions contained in this Agreement be determined to be void, invalid or otherwise unenforceable by a court of competent jurisdiction, such determination shall not affect the remaining provisions contained herein. This Agreement shall be governed by and construed in accordance with the laws of England. If you would like to comment or query any of this, please email us at [services@inst.org](mailto:services@inst.org)