

## 1. Payment

1.1 Where stated, prices quoted are exclusive of VAT. VAT will be applied at the prevailing rate at time payment is processed.

1.2 Full payment must be made at time of order. Should the Client wish to pay in instalments a £50.00 administration charge will apply and payments are to be made as per the agreed instalment plan.

### 1.2.1 Instalment Plans

i) 3 month plan - 30% of the total cost of the order is payable immediately followed by two equal monthly instalments commencing one calendar month from the date of order,

ii) 6 month plan - 30% of the total cost of the order is payable immediately followed by five equal monthly instalments commencing one calendar month from the date of order.

iii) or as otherwise agreed by The Songwriting Academy Ltd..

## 2. Consequences of Failure to Pay

2.1 If payment is not made within the time limits in clause 1.2 above, this will be a breach of contract by the Client entitling The Songwriting Academy Ltd. to treat the contract as at an end, and reallocate the booking.

2.2 In the event of The Songwriting Academy Ltd. treating the contracts as at an end under clause 2.1 The Songwriting Academy Ltd. shall be entitled to retain all sums already paid by the Client. This is without prejudice to The Songwriting Academy Ltd.'s rights to claim damages from the Client in respect of any loss suffered by The Songwriting Academy Ltd.

## 3. Cancellation or Variations by the Client

3.1 All orders are subject to a 7 day cancellation period from the date of the order. Should a booking be cancelled within 7 days from the date of the order, a full refund is payable to the Client. No refunds will be given after this period unless in accordance with the relevant laws.

3.2 Any notice of cancellation by the Client of a booking or part of a booking must be made in writing by letter sent to The Songwriting Academy Ltd. Darling Buds Farm, Bethersden, Kent TN26 3EQ or email [admin@thesongwritingacademy.co.uk](mailto:admin@thesongwritingacademy.co.uk).

3.3 Any request by the Client for a variation to a booking must be made in writing by letter to The Songwriting Academy Ltd. Darling Buds Farm, Bethersden, Kent , TN26 3EQ or email to [admin@thesongwritingacademy.co.uk](mailto:admin@thesongwritingacademy.co.uk). All variations are subject to availability and at the discretion of The Songwriting Academy Ltd.. In the event of the Client requesting a deferred date, payments must continue to be paid as per the instalment plan agreed in clause 1.2. If the Client requests to defer the booking within 21 days of the date of the course, a £100.00 administration charge will be payable by the Client. Any request by the Client to defer the booking within 7 days of the date of the course will not be accepted by The Songwriting Academy Ltd..

3.4 Bookings for this course are non transferable to other courses or events.

3.5 Bookings for this course must be taken within 6 months from date of deposit unless otherwise agreed by The Songwriting Academy Ltd

## 4. Alterations to advertised packages

4.1 All advertised packages are subject to availability.

4.2 Every effort will be made to adhere to the package. The Songwriting Academy Ltd. reserves the right to amend the package in which case The Songwriting Academy Ltd. will provide a reasonable alternative package and the Client agrees to accept such reasonable alternative package.

4.3 Should The Songwriting Bootcamp for any reason be cancelled or rescheduled, The Songwriting Academy Ltd. will strictly only be liable for the value of the event place.

## 5. Law and Construction

The contract of these terms and conditions shall be governed by English Law and The Songwriting Academy Ltd. and the Client hereby submits to the exclusive jurisdiction of the English Courts in all matters regarding the contracts and these Terms and Conditions.