

Terms and Conditions

1. Formation of Contract

The Learning and Performance Institute ("LPI") Ltd. "Client" is the party named on this Application Form. A contract is made upon acceptance of signed Application Form by the LPI.

2. Definition

The LPI Accreditation programme is the process defined in LPI's literature involving the accreditation documentation supplied by Client, the accreditation visit, the accreditation outcomes, the assessor's report, and the LPI's on-going support in each year of currency of the accreditation.

3. Client Visit

Where a visit date is not supplied on this agreement the LPI will assign a visit date not less than 5 working days from application date. Once a visit date has been agreed either by Client or assigned by the LPI this will be confirmed by email and clause 5 becomes effective.

4. Term/Renewals

This agreement shall continue until terminated by either party. Client may terminate this agreement on the annual anniversary, provided one (1) month's written notice has been submitted. Renewal visits will be scheduled as close as possible to the renewal date and client maintains accredited status provided any non-conformances are cleared within one (1) month (or other period as agreed with the LPI) of the renewal date; else, accreditation will lapse until non-conformances are resolved. If a follow-up visit is required to clear any non-conformances, a charge of £600 (plus expenses) will be incurred.

5. Reschedules

By Client

Client is allowed a maximum of one (1) reschedule request on the following terms based on the number of working days from the confirmed accreditation site visit:

- For reschedules made with greater than 4 weeks' notice prior to the original date of the site visit, 50% of the accreditation fee is chargeable should the rescheduled visit be subsequently cancelled by the client.
- For reschedules made within 4 weeks prior to the original date of the visit or in the case of non-attendance, the full fee is payable.

Further reschedule requests will be re-invoiced and charged at 100% of the accreditation fee.

Reschedule requests must be confirmed in writing by Client and fees will be calculated from the received date of the written confirmation.

By LPI

In the event that the LPI is unable to run an accreditation site visit, Client will be offered an alternative booking.

6. Payment of Fees & Charges

By signing this Application Form, Client agrees to pay the fee as stated overleaf. Payment is due on order, or, in the case of an approved credit account transaction supported by Client's Purchase Order, payment is due within 30 days of invoice. Payment for reschedule charges is due within 30 days of invoice. In any event, all invoices must be paid in full prior to the accreditation visit to the client.

7. Payment Method

Payment may be made by cheque (payable to: Learning and Performance Institute), BACS, credit card (including AMEX) or SWITCH.

8. Interest

LPI reserves the right to charge interest on overdue monies at a compounded rate of 2% per calendar month on overdue invoices.

9. Cancellation

Clause 9 is subject to the LPI being in receipt of a signed Application Form and conditions in clause 3

- For Client cancellations made within 4 weeks prior to the date of the visit, or in the case of Client non-attendance, the full accreditation fee is payable.
- For all other Client cancellations 50% of the full accreditation fee will be payable.

10. Contract Variations

Any variations to these terms and conditions must be in writing and signed by both parties. This agreement is non-cancellable.

11. Expenses

Client is responsible for expenses incurred by LPI staff or assessors relating to the site visit. This includes mileage from the LPI office to the client site at 45p per mile and/or necessary public transport, accommodation and subsistence expenses.

12. Client Responsibilities

Client agrees to adhere to the LPI's Code of Practice as published on the LPI web site.

13. Law

The contract shall be subject to English Law and the contracting parties submit to the exclusive jurisdiction of the courts of England.

Please scan and e-mail return or Fax Back to – 0845 006 8871