**Online CPD Course Terms and Conditions**

All fees must be paid in full, with cleared funds, before bookings close for the course. Delegates will only be provided with zoom details and have access to online courses once payment has been made.

Each participant (irrespective of whether they are sharing a studio or device) is required to pay for their place on the course. Therefore, it is your responsibility to ensure that you do not pass on the zoom login details or allow anybody that has not booked, to join the course on any device.

Cancellations must be made with at least four working days’ notice before the course date via email to [coursebookings@istd.org](mailto:coursebookings@istd.org)

Any cancellations received once bookings have closed will not be refunded, unless under exceptional circumstances and at the discretion of the Director of Education.

In the event that course delivery is affected by a local lockdown or any other event, we will do our best to make alternative arrangements in order to ensure the course can go ahead. However, if this is not possible, delegates will be contacted and offered a refund or transfer to an alternative date.

We cannot account for the strength of delegate internet connection and ask that each attendee check the connection before each course. In the case of loss of connection part-way through a course, refunds will not be given. Where possible, we may offer you an alternative course to attend. This will be at the discretion of the Director of Education.

Certificates of attendance will be sent to each delegate via email as a PDF document, after the CPD event has taken place. The CPD hours on the certificate will reflect the time attended by the participant with time deducted for late arrival or early departure from the session.

The Imperial Society of Teachers of Dancing has the right to refuse bookings on the grounds of health and safety or if acceptance would contravene its Regulatory Authority Approval.

Course delegates are responsible for their own personal property and safety.

Delegates must ensure that they follow the appropriate health and safety warnings, including:

* Ensuring the space is environmentally equipped and safe (i.e. proper lighting and adequate temperature).
* Having enough room to participate in the activity without there being any obvious risk of injury to the participant, to others, or risk of any damage to surrounding property.
* Ensuring that the flooring in the room is appropriate for the activity to be undertaken.
* That no other adult is observing during the course without the prior knowledge and permission of the Imperial Society of Teachers of Dancing.

The Imperial Society of Teachers of Dancing reserves the right to record any online CPD for the purpose of further training.

Filming /photography / recording of any content displayed or discussed during the online class is not permitted by any delegate.

All work displayed is the intellectual property of the Imperial Society of Teachers of Dancing and appointed lecturers. Recording the lectures would be a breach of copyright and anyone found doing so may be removed from the session and future bookings.

Imperial Society of Teachers of Dancing will process your personal information in accordance with our privacy policy. Please refer to our privacy policy which can be found in full on our website, [www.istd.org](http://www.istd.org)

Any concerns should be emailed to [coursebookings@istd.org](mailto:coursebookings@istd.org)