

LEEDS WOOD RECYCLING TERMS & CONDITIONS

COURSE FEES

Course fees includes, tea and coffee and those materials essential to complete course projects. The place will be secured when full payment is received for the course.

CANCELLATION

The Company maintains the right to cancel or integrate courses if insufficient student numbers have booked or a tutor is unavailable or for any other specified reason. The Company maintains the right to provide an alternative tutor if the advertised tutor is unavailable. The Company reserves the right to cancel any courses and to refund any monies received or to transfer receipts to an alternative course at a later date as agreed with the customer. If the Company cancels a course, the Company will not reimburse the customer for any related costs, ie accommodation, travel etc. If the customer cancels their place on a course within 14 days of the course start date, the Company reserves the right to retain the course fee. Should the customer cancel prior to 14 days before the course start date, then a full refund of the course fee will be issued. You may however transfer to a different date subject to availability.

If your course is subsequently transferred to a different date the cancellation policy is still held from the original course date you booked.

No refunds or transfers will be offered once the course has begun.

All cancellation requests must be made in writing and sent via email to leedswoodrecycling@gmail.com

ILLNESS/ ABSENCE

Leeds Wood Recycling will not be able to or offer any reimbursement for time missed for general absence/ miscellaneous illness. The course has been arranged to run on the basis of the commitment of the participants. If you have to miss a full course due to COVID - 19 although places are non refundable, we will do our best to book you on the next course for free.

PARKING

Limited parking is available however the Company does not accept responsibility for any vehicles parked, this remains the Customer's responsibility and risk.

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MEDICAL AND DIETARY NEEDS

The customer must advise, at the time of booking, of any medical condition, disability or special dietary considerations. Unfortunately our premises is not currently wheel chair accessible.

SAFETY

- Please respect everyone by arriving on time and prepared for a good evenings woodworking.
- We ask for participants to wear steel toe capped boots, if you have your own please bring them, otherwise let us know your size and we can supply some for you.
- You will be taught how to use all the tools necessary for your projects. You must not attempt to use any tools for which you have not been trained.
- No alcohol or drugs are allowed into Leeds Wood Recycling. If you need to take prescribed medication whilst on our premises please discuss this with our manager, Charlie.
- All accidents must be notified to your tutor who will deal with these according to our policy.
- Please bring warm clothes, we are situated in a warehouse and our heating is limited to key areas in the workshop.

USE OF MACHINERY

The Customer will advise the Company if they are taking any medication. The tutor will strictly follow the guidelines for that medicine concerning the use of machinery to ensure the safety of the customer and others within the workshop. Some medication, the misuse of alcohol and other substance abuse can render the student incapable of using the machinery in the Skill Centre. Should any of the Tutors consider the student is not fit to operate the machinery owing to any of these circumstances the student will be advised they cannot continue in the LWR for that day.

SAFE SPACE

Leeds Wood Recycling takes pride in our inclusivity and all students need to respect everyone here, including their age, gender, sexuality, race, religion and ability. Please use language which will not offend and will respect the differences between us all. If you feel unsafe by any language used here at Leeds Wood Recycling please speak to our manager, Charlie as soon as you feel able.