



The Chartered
Institute of Logistics
and Transport

Short Course Terms and Conditions

Preferential Prices

Preferential Member Rates will only be available to CILT(UK) Members from affiliate grade and above. The preferential rate will not be applied to CILT(UK) e-members or CILT(UK) student members.

Payment

Individual

Course participants will not be able to attend their specified course until payment has been received in full where payment is being made by an individual.

Invoicing a Company

Where invoices are raised against a company account, CILT(UK) requires the course participant to supply the correct billing address, contact email address and phone number to CILT(UK). Companies operating a purchase order system will need to raise a PO number and this should be communicated to CILT(UK). CILT(UK) reserves the right to refuse instructions to invoice a company. CILT(UK)'s payment terms are 30 days. Costs may be applied for payment requested or received outside of these payment terms.

Course Cancellation Policy

Six to three weeks before the course starts

A cancellation fee of 25% will be charged on all cancellations between six and three weeks before the course, thereafter the full fee will be charged. CILT(UK) reserves the right to cancel courses or amend course dates.

Within three weeks of the course start date

Cancellations made within 3 weeks before the first day of the event, or if the participant fails to attend, the full fee remains. All cancellations should be confirmed in writing before the event.

In-house and Bespoke courses

Terms and conditions for both in-house courses and bespoke courses will be specified at proposal stage.

Professional Skills Online

Payment

All fees paid are non-refundable.

Individual

Course participants will not be able to begin their specified course until payment has been received in full where payment is being made by an individual.

Invoicing a company

Where invoices are raised against a company account, CILT(UK) requires the course participant to supply the correct billing address, contact email address and phone number to CILT(UK). Companies operating a purchase order system will need to raise a PO number and this should be communicated to CILT(UK). CILT(UK) reserves the right to refuse instructions to invoice a company. CILT(UK)'s payment terms are 30 days. Costs may be applied for payment requested or received outside of these payment terms.

Online course access

Once you have registered your interest on any course a form will be sent out directly in order for an invoice to be created. Once the invoice has been paid, the access code will be sent with instructions of how to access the course on the CILT(UK) members' area of the website.

Access Period

Professional Skills Online have a limited registration period. Once the access code for each course has been input participants have 90 days to complete the course. Extensions are not available.

CILT(UK) is a company limited by guarantee (2629347) and a registered charity in England and Wales (1004963)