



Independent
Association of
Prep Schools

Terms and conditions of IAPS Courses & Conferences bookings

- IAPS courses and conferences are open to both members and non-members with members receiving a discounted price.
- If you accidentally book the wrong ticket, please contact the event administrator who can assist in making the necessary amendment.
- If you are found to be deliberately booking a member ticket when your school is not in membership, your booking will automatically be adjusted to the non-member ticket or cancelled depending on availability.
- There is no reduction in price should a delegate not be able to attend the full duration of the event.
- IAPS reserves the right to cancel an event at any time for example, but not limited to, if the event is unsustainable to run due to a low number of attendees, venue/speaker cancellation, transport issued (e.g. rail strikes). We will do all we can to ensure our courses go ahead as planned. There may also be occasions where courses that were due to take place in person may have to take place online.
- All bookings should be linked to an account on the IAPS website. If the account is not registered then the individual will not be able to access their booking to update details, e.g. dietary/access requirements, or book onto any seminars linked to their event.
- When booking someone else onto a course, please ensure you select the "add delegate" option and select the "existing contact" option before selecting the appropriate member of staff from the drop-down contact list.
- If the member of staff is not listed, add as a new contact (you will need to ask them to register themselves on the website using the registration form [here](#)).
- IAPS cannot accept liability for loss or damage however caused to the personal property of any person attending an IAPS event.
- It is the responsibility of the school to ensure they have the necessary insurance in place to cover the delegate(s) attendance.
- Photographs will be taken at IAPS events and may be used for marketing purposes. Please read IAPS's Media Policy for more information.
- By accepting these terms and conditions, you agree to us holding your data so that we can send you details on future events and information we believe you have a legitimate interest in receiving, e.g. courses and conferences newsletter, targeted e-mails relating to your subject specialism(s)/topics of interest. You have the opportunity to unsubscribe from this now by contacting courses@iaps.uk or at any point subsequently that you do not wish to receive these communications by unsubscribing from the specific communication.



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Cancellation policy

To cancel your place on a course/conference please use the contact details on the event page.

We are unable to take responsibility for any expenses incurred by you in advance, such as travel or accommodation costs which are no longer required due to the cancellation of a course, it being changed to a remote format or delegates cancelling due to unforeseen circumstances, e.g. travel disruption.

Schools should ensure they have the relevant insurance in place to cover these costs.

Refund policy

If you cannot attend an event but there is another member of staff who can attend that event then we can amend the booking to reflect the new attendee's details, subject to sufficient notice given to make any amendments to venue information, e.g. dietary requirements.

Refund if you cancel your booking

If a delegate cancels a booking up to and including 8 weeks prior to the date, a full refund will be given.

If a delegate cancels a booking between 8 and 6 weeks prior to the date, a refund of 75% of the fee will be given.

If a delegate cancels a booking between 6 and 4 weeks prior to the date, a refund of 50% of the fee will be given.

If a delegate cancels a booking between 4 and 2 weeks prior to the date, a refund of 25% of the fee will be given.

If a delegate cancels a booking within 2 weeks of the date, no refund will be given.

Refund if IAPS cancels an event

If IAPS cancels the event, we will provide a full refund if the nature of the event means that we have not incurred financial costs at the time of cancellation. All decisions to provide a refund is at IAPS's sole discretion.

Data Protection

At IAPS we are committed to protecting your personal data and we want to make sure we meet GDPR standards. For information on how we retain this data, go to the [data retention documents page](#) of our website where you will find our Data Retention Policy Privacy Policy.

We will continue to be in touch with you in line with our updated data policies. If you have a question about your data, want to update your details or have your data removed, contact us at data@iaps.uk.



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Insurance

IAPS regrets that it cannot accept liability for loss or damage however caused to the personal property of any person attending this or any other event organised under the auspices of the Association.