



**CYCLING  
IRELAND**

**Cycling Ireland Policy Number**

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# **Cycling Ireland Terms & Conditions for Booking Courses**

Version 2

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# Document History

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## **1. Booking Confirmation**

Your place on a **Cycling Ireland (CI)** course is **only** confirmed once you book your places, make payment ie €70 (plus non-refundable online transaction fee) and receive a confirmation email from **CI/Tahdah**. We will not reserve places for individuals and cannot verbally confirm places over the phone.

**\*Tahdah is the online booking system CI are using when booking on courses.**

## **2. Closing Dates**

Applicants are advised to book early and we cannot guarantee the acceptance of Applications received after the published closing date.

## **3. Terms and Conditions of Booking a course**

Should you miss any session(s) of any course you sign up to without prior written notice being given **CI** reserve the right to remove you from the course and no refund will be given. However, in exceptional circumstances candidates may be offered the opportunity to attend the missed session(s) on another course should availability allow. **CI** reserves the right to charge you accordingly to recover any associated costs.

All candidates must respect the course tutor, course venue and other candidates and their points of view. If the behaviour, language or conduct is deemed 'unacceptable', 'offensive' or 'harmful' for any reason, **CI** and the venues reserves the right to block further attendance of that candidate at that course and if necessary, from future courses.

#### **4. Intellectual Property**

No digital or printed material from the **Cycling Ireland** Course and no Content from the eLearning Platform may be shared with unauthorized persons, reproduced, recorded, retransmitted, sold, rented, broadcast, distributed, published, uploaded, posted, publicly displayed, altered to make new works, performed, digitised, compiled, translated or transmitted in any way to any other computer, website or other medium or for any commercial purpose, without the Cycling Ireland's prior express written consent

#### **5. Specific conditions for booking on Level 1 Coaching Courses**

All candidates must hold a minimum of a Foundation qualification and have been actively involved assisting at Club coaching sessions for at least 3 months as a minimum requirement to attend these courses. Course bookings cannot be guaranteed after the closing date for these courses as candidates must ensure they have adequate time to prepare for the course and complete pre-course workbook.

#### **6. Coach Education Cancellation Policy**

You may withdraw from a course and cancel your allocated place at any stage. You must notify **CI** in writing via email to [coaching@cyclingleland.ie](mailto:coaching@cyclingleland.ie) if you wish to withdraw. **CI** adheres to a strict cancellation policy. For all course cancellations candidates are entitled to refunds only to the sum of:

- Booking cancelled more than 6 weeks before start of the course: **100%** of the course fee
- Booking cancelled 4 - 6 weeks before start of the course: **80%** of the course fee
- Booking cancelled 2 - 4 weeks before start of the course: **50%** of the course fee
- Booking cancelled less than 2 weeks before the start of the course: **NO REFUND**

Consideration will be given to candidates who, for health reasons are unable to attend and require a transfer to another course. A letter from a doctor or medical professional may be requested in these circumstances.

## **7. Coach Education Transfer Policy**

Should you wish your Application to be transferred from one course to another (of the same type and value) then an additional €20 administration fee will be charged. However, the request to transfer must be received on or before the closing date for Applications for the requested course.

## **8. CI Refund Policy**

Should a course that you have registered on be cancelled or postponed by **CI** then a full refund will be issued.

Should you cancel your registration and request a refund, then all cancellations must adhere to the **CI** cancellation policy stated above.

## **9. Notification of cancelled / postponed course**

**CI** will contact all candidates by email initially using the preferred email address stated on the Application to inform them of a cancelled or postponed course. This will be followed up by email to confirm either details of alternative courses or that a refund has been requested.