

Terms and Conditions
Institute Of Education Confucius Institute (IOE CI)
Mandarin Chinese Teacher Training
Terms and Conditions 2014

1. All IOE CI Teacher Training Courses are held at locations stated in the 'More Info' section on the booking page.
2. Courses will address advertised learning expectations and content as far as possible. We ask participants to recognise that it may be necessary to adapt content to reflect the needs of those attending.
3. There is no fee payable to attend the course but failure to attend will result in the registered attendee being invoiced for the cost of a 2 ½ day short course.
4. Cancellation of any course by the IOE or the participant will be made in writing at least 2 weeks (14 days) before the event. If cancelled by the IOE, notice will be sent to the contact email address provided by the applicant.
5. Cancellation of the course by the IOE CI will result in a full refund for any travel and/or accommodation costs pre-dating the cancellation date. Dates on receipts will be used as evidence.
6. All travel and accommodation costs should be claimed in accordance with the IOE Confucius Institute Teacher Training Travel, Accommodation and Other Expenses Policy.
7. If the attendee cancels attendance at a course they will not be eligible for a refund for any travel or accommodation costs.
8. Course bookings will be closed when maximum numbers are reached.
9. All courses will be available to book until the start date unless they are full or have been cancelled.
10. Mandarin Teacher Training Courses are open to teachers regardless of status or qualification. Presenters will make some allowances for participant needs but the ability to access the course is the responsibility of the participant (not withstanding statutory legislation).
11. The primary language used in the teacher training sessions will be English and in some cases is targeted specifically at non-Chinese speakers.
12. In the event of any discrepancy between these terms and conditions and the IOE terms and conditions/short course terms and condition, then these terms and conditions shall apply.