TERMS AND CONDITIONS FOR ICA COACH COURSES

I understand and accept that:

1. COURSE ADMINISTRATION AND DELIVERY

- The course I am applying for is delivered and administered by the ICA.
- The following terms and conditions are those set out by the ICA and, as such, they may vary from terms and conditions set out by other course providers.

2. COURSE APPLICATION AND ATTENDANCE

- The ICA is not liable for any damage or loss caused under this application process or for the duration of the course.
- I must attend all the scheduled dates of the course and at the stated venue to qualify for any assessment towards the ICA qualifications.

3. MINIMUM AGE, BOOKING AND COMMUNICATION FOR PARTICIPANTS UNDER 16

- **Nobody under the age of 16 may book directly onto an ICA coach course.**
- Any booking for a participant who is under the age of 16 must be made by a **parent, legal guardian or responsible adult aged 18 or over**.
- The person making the booking must be the person responsible for the booking and payment of the course and must provide accurate and complete information about the participant.
- The person making the booking confirms that they are aged 18 or over and accepts responsibility for communicating the relevant course information to the participant.
- Where a participant is **under the age of 16, all communication relating to the course will be made only with the person who booked and paid for the course**, who must be aged 18 or over.
- This includes, but is not limited to, booking confirmations, joining instructions, course dates and times, venue information, changes to course arrangements, attendance matters, assessment or reassessment information, cancellations, transfers, course administration and any other communication relating to the participant's course.
- The ICA will not routinely communicate directly with a participant under the age of 16 in relation to their booking or course administration.

- The person who booked and paid for the course is responsible for ensuring that the participant receives all relevant information required for their attendance and participation.
- The ICA reserves the right to request confirmation of the age of the participant and/or the age and relationship of the person making the booking.
- The ICA reserves the right to refuse or cancel a booking where the requirements of this section have not been met.
- Participants aged 16 or 17 may book onto an ICA coach course directly, subject to the normal course entry requirements and acceptance of their application. The ICA may request additional information or consent from a parent, legal guardian or responsible adult where appropriate.

4. COURSE WITHDRAWAL AND CANCELLATION

- If I withdraw from the course less than 21 working days before the start date, then my full course fee will be forfeited if the vacancy is not filled by the time the course starts.
- Once I have enrolled onto a course, I must attend the training days as agreed with the ICA. If I choose to move to another course and where this is agreed with the ICA, I understand that there will be no additional fee payable.
- I understand that if I withdraw at any stage during the course for any reason, I will lose the full course fee.
- I understand that the ICA reserves the right to reject my application if I am considered unsuitable for involvement on its tennis training courses.
- This right may also be exercised retrospectively if information is brought to the attention of the ICA which, if known at the time of the application, would have rendered my application unsuitable.
- If I provide false information in this application form and/or if the existence of any police record or caution means that I am unsuitable, I understand that the ICA reserves the right to withdraw or suspend my qualification. In such cases I will not be entitled to a refund of my course fee.
- The ICA reserves the right to cancel the course up to 7 days prior to the start of the course if enrolment numbers are too low to make the course viable or for any other reason. This is, however, an infrequent situation.
- In such cases, I will be offered the choice of a full refund or a place on another ICA course.

- I understand that alternative course venues may not be suitable to me as the one which I originally intended to attend.
- The ICA is not liable for any travel, accommodation or any other costs or loss of income due to course amendments or cancellation.

5. COURSE ASSESSMENT AND REASSESSMENT

- Although assessment is part of the course, I understand that qualification for assessment is at the discretion of the course tutor.
- If the tutor has reason to believe that I am not ready for assessment, either due to my performance on the course or due to incomplete course work, my assessment may be deferred to a later date on another course and at another venue.
- I understand that my assessment and/or reassessment may be filmed or photographed by the course tutor as part of the assessment evidence.
- The ICA guarantees that any such evidence will be used solely for the purpose of assessment/reassessment and for no other purposes.
- In the event of not being successful in my course assessment on the final day of the course, I understand that I will be offered the opportunity to be reassessed by the ICA.
- My reassessment may be held on a different course, at a different date and/or at a different venue, which must be agreed with the ICA in advance of the assessment date.
- I understand that, in the event of being unsuccessful in my assessment, I will not be offered a second opportunity for assessment on the same day, but will need to apply for reassessment as stated above.
- I understand that the date and/or venue for my reassessment is subject to there being a space on the course on the assessment day for my reassessment.
- If I choose to apply for reassessment, I understand that there will be a **non-refundable fee of £50 per reassessment**.

6. ACCEPTANCE OF TERMS

By submitting an application or booking onto an ICA coach course, I confirm that I have read, understood and agree to comply with these Terms and Conditions.

Where a booking is made on behalf of a participant under the age of 16, the **person aged 18 or over who makes and pays for the booking** confirms that they have read, understood and accepted these Terms and Conditions and will act as the primary point of contact for the ICA in relation to the participant's course.