

TERMS & CONDITIONS

CERTIFICATE IN ARCHITECTURAL HARDWARE / GAI DIPLOMA

The GAI and Cortexa Ltd retain all property rights with the Diploma materials, website and any other documents provided to you as part of the Diploma Programme. You undertake that you and your contracted employees will not copy, give, loan, sell or allow access or download any of your course materials to any individuals, companies or organisations not party to this agreement.

Special requirements

Any special needs that may necessitate additional services or a change to the standard arrangements should be declared upon enrolment or as soon as known. Medical evidence should accompany all requests.

Cancellation terms

All cancellations must be in writing. No refunds can be given for cancellations received after 31st December 2017.

Enrolment Booking Conditions (All Stages)

1. Payment must be received prior to any course materials being released
2. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.
3. All cancellations must be in writing and the following will apply upon receipt:
 - a) For enrolments registered before 31st December full credit will be paid up until 31st December
 - b) No credits for cancellations received after 1st January.
4. Registrations for the Distance Learning programme are transferable. If an employee leaves his/her company then the new employer can take responsibility for the learner by payment for that academic year plus £50 (+VAT) administration charge. The original employer can then be refunded the fee for that year.

5. Learners are allowed a maximum of 3 'gap years' between stages. Beyond this period, a "challenge exam" must be taken.
6. Any learner seen to be copying/duplicating block assessments, pre-examination work will be disqualified.

Training Courses Booking Conditions

1. The contract is between GAI and the Company. Any changes to be made regarding the enrolment for students should be endorsed by an appointed Manager of the business.
2. The Guild of Architectural Ironmongers reserves the right to amend, cancel or transfer bookings made on any course. Notice will be given to all learners who have bookings, and the option of transfer or cancellation without surcharge will be offered.
3. Payment - To be made in full one month prior to the classroom training course commencing.

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4. Telephone bookings must be confirmed within three working days.
 5. The Guild of Architectural Ironmongers reserves the right to alter the content of any course as part of its on-going policy of continuing development.
 6. Course Fees include course documentation, morning and afternoon refreshments and buffet lunch.
 7. Cancellation (By Written Notice)
 - a) More than two months before course commencement - NO CHARGE
 - b) Less than two months but more than one month - 50% COURSE FEE CHARGE
 - c) Less than one month - 100% COURSE FEE CHARGE
 8. The GAI will provide educational assistance for students and managers only of the business enrolled regarding the education syllabus.

Examination Retake Booking Conditions

1. Retake in September must be booked 7 days in before examination date.
Retake in June 2018 must be booked by 31st December 2017.
2. Payment must accompany the completed booking form. For June retakes the Member or Non Member rates apply based on company status when booking.
3. Cancellation by written notice. No credit will be made if received less than one month before the examination date.

KEY DATES

IMPORTANT DATES WITHIN THE GAI EDUCATION SYLLABUS



Enrolment starts	Friday 1st September 2017
Closing date for examination	Monday 10th September 2018
The GAI Education Award Lunch	Thursday 9th November 2017
Closing date for enrolment	Sunday 14th January 2018
Stage 2 Course in Wolverhampton	Part 1 6th - 7th February 2018 Part 2 6th - 7th March 2018
Stage 2 Course in London	Part 1 27th - 28th February 2018 Part 2 27th - 28th March 2018
Stage 3 Course in Wolverhampton	12th - 14th February 2018
Stage 3 Course in Dubai	18th - 20th February 2018
Stage 3 Course in London	12th - 14th March 2018
Completion of Block Assessments	Monday 30th April 2018
Examination day	Thursday 21st June 2018
Examination results	Monday 27th August 2018

The Guild of Architectural Ironmongers

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