

Booking Terms and Conditions

Bookings

To book a place on an HMCA training course please complete the booking form and send it with your fee to:

High Moorland Community Action Ltd
Two Bridges Road
Princetown
Yelverton PL20 6QS

Please complete one form per person per course

Cancellation terms

If you are unable to attend you may send someone in your place (please let us know ASAP). Unless otherwise stated at the time of booking course fees will be refunded in full provided that at least 1 weeks notice is given.

Refreshments

For courses held at HMCA, we provide tea, coffee, water and biscuits throughout the day. We do not provide lunch unless otherwise stated. We can arrange for your lunch to be delivered by a local café.

Venue

Unless otherwise stated, all courses are held at the above address.

Access and special needs

The HMCA training rooms are fully accessible to wheelchair users. However, please notify our staff of any special requirements so that we may adequately provide for your needs and comfort.

Data Protection

HMCA will collect only those details we need to process your booking. Most of our courses are subsidised and frequently require the collection of more data than full cost courses. Some of this data is anonymously communicated to the organisation funding the subsidy. Where personal data collected is being transferred to another organisation this will be clear from the form that you complete. We will retain your personal data only as long as it is necessary to do so. During this time, any information will be stored and later destroyed in a secure manner. Please feel free to ask for further details.

More information

If you would like to discuss any of the courses, or if you have concerns about any issues that may affect your ability to participate, please contact:

Pat Marshall – Training Manager - 01822 890732 - pat@hmca.org.uk