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Terms and Conditions

Application to attend any Matrix event is on the understanding that;

1. submission of a booking application is deemed to be acceptance of the terms and conditions of Matrix Theory into Practice Ltd.
2. the applicant is doing so in their capacity as an employee of a training or educational organisation. Applications from private individuals are not accepted under these terms and conditions. Private individuals wishing to attend a Matrix event should first contact the Matrix office to gain clearance and instructions before submitting a booking application.
3. the applicant is entering into a contract for and on behalf of their employer/organisation with Matrix Theory into Practice Ltd.
4. once Matrix has allocated a place on an event, the applicants employer/organisation is responsible for payment in full, within 30 days of the invoice date. Late payment of invoices will be dealt with on a case-by-case basis and may result in late payment charges, interest, administration costs and legal action if necessary.
5. if the applicants employer/organisation has a purchase order system, either the purchase order number or a copy of the official purchase order will be forwarded to the Matrix office before the event date.
6. Matrix will not delay invoicing, incur any penalty or accept any delay in receipt of payment as a result of any failure on the part of the applicant, employer or organisation, to provide a purchase order or purchase order number.
7. it is the applicants responsibility to comply with their employers/organisations purchasing policies and procedures.
8. it is the employers/organisations responsibility to ensure the applicant is conversant with their own organisations purchasing policies and procedures.
9. Matrix will not be held responsible, incur any liability, costs, financial loss or delay in receipt of payment as a result of the applicant's non-compliance with, or ignorance of, their employers/organisations purchasing policies and procedures.
10. the applicants employer/organisation accepts corporate liability and responsibility for the actions of the applicant/employee in regard to any booking application submitted to attend Matrix events.

11. the full fee is payable unless cancellation is received in writing, three weeks (21 days) prior to the event date booked. Delegate substitutions from the same organisation for the same event may be made at any time. Transfers to another event are disallowed.

cancellations will not be accepted for bookings made during the three weeks prior to the event date booked. However, a transfer by the same delegate to a future date of the same event, if available at the time, can be arranged for an additional £65+vat to cover our costs. Transfers to another event are disallowed.

12. Matrix will not be held responsible, or incur any liability, costs, financial loss or delay in receipt of payment as a result of a delegates non-attendance at an event.
13. refunds or credits will not be given if a delegate is unable to attend due to circumstances beyond our control. Events beyond our control include but are not limited to: civil disturbances, terrorist activity, industrial disputes, transportation problems, natural disasters, fire, epidemics, health risks, illness, bereavements, actual or potential weather conditions and any other similar events.
14. course materials may be forwarded to delegates who fail to attend a booked event if a request is received by the Matrix office up to 14 days after the event date, solely at the discretion and goodwill of Matrix Theory into Practice Ltd.
15. Matrix Theory into Practice Ltd reserves the right to amend the programme of an event, change the trainer and in the case of events beyond our control to cancel or move an event. Delegates wishing to make early travel arrangements should first check with the MATRIX office.
16. any deviation from these terms and conditions will be at the sole discretion and goodwill of Matrix Theory into Practice Ltd and will not be construed as setting a precedent.
17. if any provision of these terms and conditions is held to be unlawful, invalid or unenforceable, that provision shall be deemed severed and the validity and enforceability of the remaining provisions of these terms and conditions shall not be affected.
18. these terms and conditions shall be governed by and construed in accordance with English law. Any disputes shall be subject to the exclusive jurisdiction of the English courts, to which both parties submit.
19. these terms and conditions may be modified at any time and become effective immediately upon publishing on our website.