

# **Police Performance Masterclasses – booking terms and conditions**

(updated November 2024)

## **Information for course attendees and their finance departments**

### **How to make your booking**

- The Police Foundation operates a self-service booking system on the Ticket Tailor platform.
- Your booking will not be confirmed until your registration has been completed on the [Performance Masterclasses booking site](#). Registration can be completed by you or your finance department.
- A purchase order is not required, but if your organisation needs to issue one, please send it to [courses@police-foundation.org.uk](mailto:courses@police-foundation.org.uk). You will still need to complete your booking on the Performance Masterclasses booking site to confirm your place.

### **Two ways to book**

#### *Before the early bird closing date*

- If you wish to take advantage of our early bird discount payment by credit card is required via [our booking site](#).
- We are not able to accept payment by invoice for early bird bookings.

#### *After the early bird closing date*

- If you would prefer to pay by invoice you are welcome to book after the early bird closing date shown on the booking site.
- Please send a purchase order to [courses@police-foundation.org.uk](mailto:courses@police-foundation.org.uk). This will ensure we invoice the correct department.
- Please note that you (or your organisation) will still need to register your place on the booking site and select 'payment by invoice' when completing the booking.

### **Cancellation terms**

30 days before the event - 15% admin fee

14-30 days before the event - 50% admin fee

Less than 14 days' notice - full fee applies

Participants may transfer their place to a nominated attendee at any time. Requests must be submitted in writing to [courses@police-foundation.org.uk](mailto:courses@police-foundation.org.uk).