

## Terms & Conditions

Terms and conditions for the provision of services to customers by the Surrey Law Society website.

The services provided by the Surrey Law Society website, to which these terms and conditions relate, are set out below. Users accept our terms and conditions by entering the site. These terms and conditions may be changed or updated at any time. Regular viewing of this page is recommended. The Surrey Law Society hereby grants you access to these pages on this website conditional upon your agreement to accept the application of the laws of England to govern matters between us in relation to this website and you agree to indemnify us and not hold us liable for the result foreseeable of any actions you may take based on the information contained herein.

## Advice and legal information disclaimer

Any advice contained on this website is designed to give impartial advice on legal issues for law firms, their employees and their representatives. Information has been revised up to the date of the latest update.

Legal information is provided for guidance only and should not be regarded as an authoritative statement of the law, which can only be given by the courts. Legal considerations must be looked at in the light of the particular circumstances and it may be wise to seek legal advice.

## Linking to third party websites

The Surrey Law Society is neither responsible for, nor necessarily endorses, the content of external websites linked from this website. External links will open in a new window.

The Surrey Law Society mainly provides website links to organisations which provide information to help people deal with legal issues and to our members' law firms. We do not link to non-legal websites that are of an unrelated commercial nature.

## Virus protection

The Surrey Law Society makes every effort to check and test material at all stages of production. It is always wise for you to run an anti-virus program on all material downloaded from the internet. We cannot accept any responsibility for any loss, disruption or damage to your data or your computer system which may occur whilst using material derived from this website.

***The Surrey Law Society***

## Training sessions

### Confirmation of booking

Your booking will not be confirmed until The Surrey Law Society has received your booking form and payment. The quickest and simplest way to book is by debit or credit card via Evenbrite. This ensures your booking is received by The Surrey Law Society the same day.

To reserve a place and/or request an invoice, please email [helen.opie@surreylawsociety.org.uk](mailto:helen.opie@surreylawsociety.org.uk). Alternatively, you can print out a booking form and post it, along with a cheque made payable to The Surrey Law Society, c/o Russell-Cooke Solicitors, Bishop's Palace House, Kingston Bridge, Kingston-upon-Thames Surrey, KT1 1QN. If you choose this method of booking, please ensure you allow time for the booking to be received by The Surrey Law Society and for joining instructions to be sent out to you.

### Availability of places

All bookings are subject to availability of places.

### Refunds and transfers

We can only give refunds or transfer delegates to another event for cancellations received at least 14 days before the original training date. An administration charge of £23.50 inc VAT will be deducted from refunded fees. No refunds will be made to Season Ticket holders or users of our Buy One Get One Half Price offer.

### Cancellation of training sessions

We reserve the right to cancel or postpone events if there are insufficient delegate numbers to ensure a high quality training experience or if a trainer is unable to deliver the course for any reason.

In the event that The Surrey Law Society cancels or postpones an event, we will refund your fees but not any other expenses.

### Training sessions help

If you have any queries about the booking process or any other Surrey Law Society services or resources please contact the membership administration office on 0333 577 3830 or email CEO [helen.opie@surreylawsociety.org.uk](mailto:helen.opie@surreylawsociety.org.uk)

**The administration office is open between 9am and 5.30pm, Monday, Wednesday and Thursday and from 9am to 3pm on Tuesday. The office is closed on Fridays.**