**January 2021**

Thank you for your interest in Hannah Adjepong’s ***Mentoring Programme.***

**Bookings**

Although we make every effort to ensure prices for bookings are correct, mistakes may sometimes be made. If a mistake is discovered in the price, prior to confirmation of your booking, we will tell you and give you the option to either reconfirm your booking at the correct price or cancel your booking.

Bookings can be made by contacting:

Completing “contact us” form via website [www.inspireandbless.co.uk](http://www.inspireandbless.co.uk)

**Mentoring Service**

At the start of a project, we will discuss your needs and what elements you would like support with as the Author is always in control.

**Fees**

|  |  |
| --- | --- |
| Introduction Sessions (3 week duration) | £50.00 |
| 6 Week Programme @ £25 per week | £150.00 |
| Total  | £200.00 |

Note additional sessions can be booked at £25 per session as required on completion of the programme referred to above.

**Printing/Publishing Service**

We can assist you with format and printing and publishing your project through ***Inspire & Bless.***

Fees associated with this activity can be found on the attached Price List.

**How to Pay**

Please note we do not accept payment by cash or payments in any currency other than UK pounds sterling and will therefore be converted to English pounds according to the Exchange Rate.

For bookings made, there are two methods of payment, either Direct Bank Transfer:

Mrs H Y Adjepong

Sort Code: 08-91-03

Account No: 09250000

Or via PayPal: hyadjepong@inspireandbless.co.uk

***Payment should be made 2 days prior to the event.***

**Cancellation**

Panda’s Song reserves the right to amend or cancel an event, event time or published prices. Changes to even prices, times and dates will be advised before the start date and any event already paid for in full will not be subject to an increase in price.

You must give 14 days’ notice should you as the customer wish to cancel the booking. However, in the event you need to cancel with less than 2 days prior to the event, you will be expected to arrange / transfer to an alternative date, no refund will be given due to short notice.

**Refunds**

If you wish to exercise your right to cancel your booking, Panda’s Song will refund the fees A full refund will be provided if customer is able to provide 14 days’ notice prior to the event start date.

**Copyright**

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Any such use is strictly prohibited and will constitute an infringement of copyright and other intellectual property rights of Panda’s Song.

**Data Protection**

Panda’s Song is registered with Information Commissioners Office for provisions of UK Data Protection Act 1998 and will keep any personal data concerning you in confidence.

***I hereby confirm I have read and accept Terms and Conditions:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Name:** |  |