**BIOS terms & Conditions**

When your registration is complete you are a confirmed delegate for the selected event and agree to pay the advertised event cost. Payment is due at least one month prior to the start date of the event. BIOS holds no responsibility for any loss of funds occurred as a result of the event being cancelled/postponed or rearranged for any reason including adverse weather.

**Cancellation policy**

You can substitute delegates at any time by providing reasonable advance notice to BIOS. However, your fee is non-transferable between BIOS events/courses.

Outstanding balances remain applicable in line with the scale below:

* *If cancellations are received at least* ***1 month*** *prior to the event date. You will be entitled to a 90% refund. If your balance is still outstanding a 10% admin charge is applicable.*
* *If cancellations are received within 1 month of the event dat. No refunds will be issued. If your balance is still outstanding the full amount is due.*

All cancellations and changes must be received via email bios@orthoptics.org.uk.

**Any calls to the BIOS office advising of cancellation will not be accepted.**

**Payment instructions**

Payment can be made via BACS or invoice.

**Please note:** If you have chosen to pay via invoice, you are required to download your invoice from the confirmation email. **Invoices are NOT sent via post.** It is the delegates’ responsibility for the invoice to be sent to the correct person/department for payment processing.

**Privacy Policy/Data Protection**

Information provided on your registration may be used in future promotion. Information that may be used include Name, Company and Job Title.