



Terms and Conditions

Accreditation

The College of Will Writing is the training arm for the Society of Will Writers and Estate Planning Professionals (SWW). All courses are accredited by the SWW. Some courses are acknowledged towards the entrance credits for other industry bodies. Contact the SWW for more information.

Accessibility

Please note that one of our training suites is on the first floor and is only accessible by stairs. If you have mobility problems, please ring the SWW/college before booking.

Catering and dietary Requirements

If you have dietary requirements these should be detailed on your booking form or in writing to the College administrator prior to the course every time you book.

Accommodation

Accommodation is not included within the price of the course. The College have negotiated discounts with selected hotels and guest houses within a specified location. This information will be provided by email after the booking is made.

Course rates and discounts

Only members of the SWW are entitled to the discounted course rates. If the person attending the course is not a member then the non-member rate will be applied.

Cancellations

The College may cancel a course where there is not enough demand for a specific date. This will be notified in writing to those booked on a course. Neither the College of Will Writing or The Society of Will Writers and Estate Planning Practitioners can be held responsible if we must cancel a course. We cannot be liable for your hotel booking costs or travel costs.

You can cancel your booking at any time prior to the course. If you cancel your booking within 14 days of the course no refund will be paid. The College may exercise its discretion as to whether a credit can be added to your record or whether course dates can be swapped. The College decision is final. If you cancel a course in advance of 14 days of the course, then you are entitled to a full refund less an admin fee of £25.

Force Majeure Event

This means an event beyond the control of the College of Will Writing, which prevents The College from complying with any of its obligations governed by these Terms and Conditions, and include but are not limited to:

1.1 act of God (such as, but not limited to, adverse weather, fires, explosions, earthquakes, drought, tidal waves, volcanic eruptions (including ash clouds) and floods);

1.2 acts or threats of terrorism.

Under these circumstances the SWW may have to postpone a course and will not be liable for any travel expenses or hotel costs of the attendee.

Payments, refunds and additional charges

Courses must be paid for in full at the time of booking.

Payments should be made by bank transfer in accordance with the invoice or by card over the telephone prior to attendance.

No refunds are available for the Distance Learning Course.

If you live outside the UK you will be charged any additional postage costs incurred for course notes or text books that are posted to you.

Costs

All directly associated costs are detailed on the individual course page on the College of Will Writing website. The College of Will Writing does not charge VAT.

The tutors may offer you resources or books on the course which are not included within the advertised rate. You are under no obligation to make additional purchases.

Bespoke Courses

If you require a bespoke training course, then costs will be provided prior to the course. This must be agreed in writing and paid for before the training. Costs quoted will not include the tutors travel or accommodation fees which will also be charged.

Distance Learning Courses

The correspondence course is non-transferable. The College will provide support on this course for 12 months, if you go over the time limit a further £150 will be due for a further 6 months support.

Certificates and Certification

The College of Will Writing will provide you with a certificate following successful completion of a course. This will be sent via email.

For successful completion of the SWWEPP Wills and Estate Planning Certificate Course, delegates must first pass the exam.

The College of Will Writing

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