

# Terms and Conditions of booking

This document covers terms and conditions for both:

**Dog School (pages 1-2) and Community Behaviour services (pages 3-5)**



## Dogs Trust Terms and Conditions of booking for:

### Dog School

#### Cancelling within 14-days

You may cancel your booking within 14 days of payment and receive a full refund. For example, if you make your payment on 1 July you have until 15 July to cancel.

If you agree to start your Dog School single training session or any Dog School classes within 14 days of making payment, you must expressly confirm this during the booking process, and your right to receive a refund will be affected in the following way:

- **Dog School classes:** If you cancel within 14-days of payment, after attending or missing one or more classes, you'll get a refund for the classes you didn't attend.
- **Dog School single training session:** If you cancel within 14-days of payment, after attending or missing the training session you will not receive a refund.

#### Cancelling after 14-days

All payments are non-refundable after 14 days of payment unless one of the reasons below applies. Please note, you will not receive a refund for any classes or a session you have attended or missed.

- The coach leading your Dog School class/session determines that your dog is not able to cope or is unsuitable.
- You no longer own the dog.
- Your dog unfortunately passes away.

#### Refund summary table

Training Service	Cancellation	Refund rights
Dog School classes	Cancelling within 14 days of payment	Full refund
	Your classes started within 14 days of payment	Full or partial refund: you will be charged for class(es) attended or missed
	After 14 days of payment	No refund (unless for the reasons in the bullet points above)
Dog School single training session	Cancelling within 14 days of payment	Full refund
	Your training session was due to start within 14 days of payment	Full or no refund. No refund if you attended or missed the training sessions
	After 14 days of payment	No Refund (unless for the reasons in the bullet points above)

**If for any reason a class(es) or training session cannot take place in person, they may be held online, are non-refundable and cannot be rescheduled. We will notify you of any changes using the contact details you have provided.**

### **How to cancel or tell us you are not able to attend**

If you would like to cancel or you are not able to attend your class/session please email us as soon as possible at [dogschoolbookings@dogstrust.org.uk](mailto:dogschoolbookings@dogstrust.org.uk) giving us your **full name, address**, and your **dog's name**. If you are eligible for a refund or partial refund, please note the refund can take up to 14 days to be issued back to your original payment method.

### **Rescheduling**

If you cannot start your Dog School classes or attend your single training session because your dog is unwell or has come into season, your booking can be rescheduled. You must contact us as soon as possible at [dogschoolbookings@dogstrust.org.uk](mailto:dogschoolbookings@dogstrust.org.uk) giving us your **full name, address**, and your **dog's name** to reschedule. We cannot reschedule a Dog School class or training session for any other reason.

### **Before attending a class or session**

Please do not knowingly book a Dog School class or a training session for a dog that shows aggression or severe nervousness. Please contact us for more information and advice.

***Dog School classes:*** We welcome owners to attend with multiple dogs from one household however each dog must be booked onto the course separately and have one handler over the age of 18.

Please note, dogs must be fully vaccinated before attending a class or a session.

### **Disclaimer**

In any situation where dogs are in close contact with each other or in the same environment, there is a risk of transfer of infectious diseases, including kennel cough, and this is the case with bringing your dog(s) to a group class or single training session. Vaccinations reduce but do not eliminate the risk of infection. Therefore, by attending classes or a single training session you understand and accept the risk of possible infection and in the event of your dog becoming ill, you acknowledge that you cannot make a claim against Dogs Trust.

Dogs Trust makes no warranties or representations that Dog School classes or training sessions will correct or remedy any behavioural or training issues with your dog. To the extent permissible under the law, Dogs Trust shall not be liable for any loss or damage caused as a result of your participation in a Dog School class or training session. You shall be responsible for your dog at all times.

### **Data protection**

We treat your personal information with care and respect your privacy. Dogs Trust processes personal information in accordance with the Privacy Policy set out on our website here: [www.dogstrust.org.uk/privacy](http://www.dogstrust.org.uk/privacy).

If you have any questions about our Dog School classes or single training session (including any complaints or concerns), you can call us on 0330 1755122 or email us at [dogschoolbookings@dogstrust.org.uk](mailto:dogschoolbookings@dogstrust.org.uk) and one of our friendly staff will be more than happy to help you. Our phone lines are open seven days a week including Bank Holidays from 9am to 4:30pm.

# Dogs Trust Terms and Conditions of booking for: Community Behaviour Support Services



## 1. Behaviour Support Package

Details of your Behaviour Support Package and the fee we charge are set out in the email you received following our initial contact. If you have any questions about your Behaviour Support Package or the fee, please contact us using the contact details in the email and set out below.

## 2. Cancellation and refunds

You have the right to cancel your Behaviour Support Package within 14 days from the day we confirm your booking without giving any reason. For example, if we confirm your booking on 1 July you have until 15 July to cancel.

To exercise the right to cancel, you must inform us of your decision to cancel by sending an email to this email address: [dogschoolbookings@dogstrust.org.uk](mailto:dogschoolbookings@dogstrust.org.uk), giving us your full name, address and dog's name. We will give you a full refund to the same bank account you used to make the payment. It may take up to 14 days for the refund to credit your bank account.

***If you wish to cancel your Behaviour Support Package after 14 days from the day we confirm your booking you shall not be eligible for a refund unless:***

- The dog passes away.
- We agree to change an in-person appointment to a virtual appointment. In this instance, you will be issued with a partial refund for the difference between the cost of an in-person visit and a virtual visit.

Where you attend your first appointment within 14 days of the date of your booking, you waive your right to cancel and receive a full refund. In these circumstances, you will be charged for the appointment you have attended and receive a pro-rata refund on the basis of the total fee paid and the services provided to you. As the first appointment is in-depth and longer than the follow-up appointments, the refund shall be 40% of the fee paid.

## 3. Rescheduling your appointment

If you need to reschedule your Behaviour Support appointment, please contact your Community Clinical Animal Behaviourist at least 3 working days before the day of your appointment, using the contact details provided in your confirmation of appointment email.

We reserve the right to cancel your Behaviour Support Package and no refund will be provided to you if:

- You fail to provide us with at least 3 working days' notice to reschedule an appointment on more than two occasions; **or**
- You reschedule the same appointment more than two times.

Note that our Community Clinical Animal Behaviourists are available for consultations between 9am – 5pm, Monday to Friday.

# Dogs Trust Terms and Conditions of booking for: Community Behaviour Support Services



## 4. Failing to attend an appointment

We operate a 15-minute 'grace period' for all Behaviour Support appointments – both in-person and virtual. The 15-minute 'grace period' starts at the confirmed appointment time. For example: An appointment is confirmed for 10am. The grace period extends to 10.15am.

If you fail to attend your Behaviour Support appointment by the end of the 'grace period', we shall cancel the appointment and notify you.

It is your responsibility to contact us to reschedule a missed appointment. We will not contact you.

If you fail to attend two appointments, we shall cancel your Behaviour Support Package and no refund shall be provided to you.

*Missed appointments and rescheduling appointments at short notice cause us additional administrative costs and, more importantly, mean that the slot cannot be offered to another dog in need. Over an average year, missed and rescheduled appointments prevent us from helping an additional **234** dogs who need behaviour support.*

## 5. Changes we make to your appointments

Occasionally we may need to reschedule your Behaviour Support appointments due to unforeseen circumstances (such as staff illness or IT issues). We will contact you as soon as possible to notify you and reschedule the appointment.

In the unlikely event we are unable to provide the Behaviour Support Package to you and need to withdraw our services, we shall provide you with a refund less the cost of any services you have already received.

## 6. Privacy & Data Protection

We treat your personal information with care and respect your privacy. Dogs Trust processes personal information in accordance with the Privacy Policy set out on our website here: [www.dogstrust.org.uk/privacy](http://www.dogstrust.org.uk/privacy) and the consent form you completed when you applied to the Behaviour Support programme.

We will use your information to provide the Behaviour Support Package to you. This includes contacting you and your Veterinary Practice. Our legal basis for processing your personal information in this way is the performance of a contract and legitimate interest.

We won't contact you for any purpose other than in relation to the Behaviour Support Package unless you already receive other types of communications from Dogs Trust. You can opt out of these or change your preferences at any time by phoning 0207 837 0006 or visiting us at: [www.dogstrust.org.uk/keepintouch](http://www.dogstrust.org.uk/keepintouch).

We will keep the information you have shared with us safe. Please note that we do share your information within the Dogs Trust Group, currently Dogs Trust Promotions Limited, Dogs Trust Limited (Ireland) and Dogs Trust Worldwide. Dogs Trust may also use third party organisations to help deliver services (such as sending letters or emails) on our behalf. Under no circumstances will Dogs Trust disclose your information to any other party unless it is required by law.

# **Dogs Trust Terms and Conditions of booking for: Community Behaviour Support Services**



## **7. Liability**

Dogs Trust does not make any guarantees or promises that your dog's behavioural issues can be resolved during the period of support provided in your Behaviour Support Package, and Dogs Trust, to the extent permissible under the law, shall not be liable for any loss or damages caused as a result of your participation in the Behaviour Support programme.

## **8. Contact Details**

If you have any questions about our Behaviour Support services (including any complaints or concerns), you can call us on 0330 1755 122 and one of our friendly staff will be more than happy to help you. Our phone lines are open seven days a week including Bank Holidays from 9am to 5pm.