



YORK ARCHAEOLOGICAL TRUST

ARCHAEOLOGY LIVE! TRAINING EXCAVATION - TERMS AND CONDITIONS

## 1. TO MAKE A BOOKING

- 1.1 Bookings may be made by e-mail, fax or post, using the York Archaeological Trust Training Excavation Booking Form. Telephone bookings can be made if staff are available to process the booking.
- 1.2 The place on the training excavation will be confirmed by telephone or e-mail, postal confirmation will be used if requested or confirmation is not possible by other means.

*It is strongly advised that you confirm your position on the dig via e-mail or telephone before you complete and send you booking form.*

## 2. PAYING THE BALANCE

- 2.1 Once your place on the excavation is confirmed you must pay the balance within 4 weeks of that date. Any bookings made within 8 weeks of the start the particular course will be expected to pay the full amount immediately (1 week for cheques).
- 2.2 If you do not pay in full within 4 weeks (or the 1 week for later bookings) the reserved space will be opened up for other trainees and we reserve the right to cancel your booking if we so wish which will make you liable for cancellation charges as set out in paragraph 3.2.

*Allowances will be made for different payment processes, but these must be agreed in writing prior to the booking being made.*

## 3. CANCELLATIONS AND ALTERATIONS

3.1 If you wish to cancel your booking with us, you must notify us in writing immediately. Verbal cancellations will not be accepted.

3.2 If you cancel you will be liable to pay the cancellation charges set out below:

Period before Training Excavation start date	% of total price payable
8 weeks (56 days)	0%
4 - 8 weeks (55 to 28 days)	50%
Less than 4 weeks (27 - 0 days)	100%

Cancellation periods are calculated on the date of your cancellation being received by us at our offices at 47 Aldwark, York.

3.3 Alterations to bookings may be made subject to availability. An administrative charge of £20 per alteration will be made.

3.4 The York Archaeological Trust reserves the right to make changes to the advertised programme of courses. However, if we cancel your booking, you will be entitled to receive a full refund.

## 4. OTHER INFORMATION

4.1 Attendees are advised to take out travel insurance for personal effects and medical expenses as appropriate.

4.2 The York Archaeological Trust cannot be held responsible for costs associated with attending its Training Excavations, including personal travel arrangements, accommodation and steel toe capped boots.

York Archaeological Trust for Excavation and Research Limited  
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