

IFS training courses in Denmark

Terms and conditions

14th June 2025

1. All training course participants will need to provide the organizer Peter Legård Nielsen with their contact details, including their email address. They will also need to be familiar with the terms and conditions that follow.
2. The organizer keeps a database of participants' contact details and records their attendance at training events. This information is stored securely. Contact details will only be shared with the IFS Institute, training staff and other participants attending the same training. Contact details will not be passed on to other parties. Participants should inform the organizer if they do not want to share contact details with other participants on the same training course.
3. All participants applying for IFS Institute trainings must read and commit to the [IFSI Safety and Confidentiality Disclosure Statement](#), the [IFS Institute Code of Conduct](#) and the [IFS Institute Applicant Denial Policy](#). (These are IFS Institute policies which the organizer is adopting for IFSI trainings.)
4. A deposit payment will be required to secure a training place on each course. The deposit is non-refundable and non-transferable.
5. The deposit payment and final payment should be paid by the date(s) specified in the relevant booking details or training brochure; the full fee will be required 8 weeks prior to the commencement of training. The full fee is non-refundable at this stage. If a person needs to withdraw for any reason up until 8 weeks before the training start date, the fee, less the deposit, is refundable. All fees including deposits are non-transferable.
6. The organizer reserves the right to withdraw a place on training courses from participants who have not paid on time unless they have made a prior alternative arrangement about payment of fees.
7. Fulfilment of the minimum number of attendance hours is required in order to receive a certificate of completion on any training. The minimum training hours required can be found in the course brochure. In the event of the non-attendance of at least the minimum number of training hours, the full training level would need to be repeated at full cost in order to receive a certificate of completion.
8. The organizer cannot be responsible for travel or accommodation costs should a course be cancelled for any reason by the organizer or the participant. Participants are advised to arrange their own insurance to cover this eventuality.
9. The organizer reserves the right to cancel a training course if deemed necessary. This would only happen as a last resort and in these circumstances a full refund (of the course fees only) would be given. The organizer advises participants to take out insurance to cover the cost of training to mitigate against the unlikely need for a participant to withdraw or cancel their place.
10. In exceptional circumstances, the organizer reserves the right to change an in-person training to online. If this occurs 8 weeks prior to the training start date, then a full refund will be offered. If the training changes from in-person to online within the 8-week run-up to the start of training, or during the training if it has already begun, then a full refund will not

- be offered. In the event of needing to change from an in-person training to an online training, all participants will be eligible for a 10% refund pro rata.
11. Places on training courses will be allocated via a lottery system or on a first-come, first-served basis, depending on the level of demand. The organizer will determine whether a training is to be offered using the lottery system or on a first-come first-served basis and will advertise this in advance in the course brochure.
 12. If you have any special access needs or special requirements, please contact us as soon as possible.
 13. Please note that venues and training dates are subject to change. On occasions where a venue or date change is necessary, we will contact participants using the contact details they have supplied.
 14. The organizer wish to be as helpful as possible with training course fee payment – participants can contact the organizer (info@selv-til-del.dk) to apply for a payment scheme of fees if this is needed.
 15. During **IFS Institute trainings**, recording by participants of any part of the training is strictly prohibited. However, the organizer reserve the right to record parts of the training to aid the professional development of staff. All participants will be informed of this in advance and participants' consent will be sought.

In certain circumstances, recordings of parts of **non-IFS Institute trainings** may be offered to participants. This will be at the discretion of the organizer. All participants will be informed of this in advance and participants' consent will be sought. Any such recordings are for participants' educational use only and must not be distributed or shared with others under any circumstances including being added to social media.

16. In the event of a dispute arising, participants should contact the organizer in the first instance. If the dispute occurs in an IFS Institute training then please refer to the [IFS Institute Grievance policy](#).
17. The organizer reserve the right to alter these terms and conditions at any time. If this happens, course participants will be informed of changes made.