



Laughter At Work Terms & Conditions

Settlement Terms

Payment for all training or services booked and confirmed by the client must be made prior to the training course or session taking place unless otherwise agreed in writing. Payment can be made by cheque, or BACS transaction.

Transferring Courses

The following charges will apply if you wish to transfer your booking to a later course date:

- 50% of the fee up to 30 calendar days prior to the date booked
- 75% of the fee up to 14 calendar days prior to the date booked
- 100% of the fee up to 7 calendar days prior to the date booked

Participants can be transferred by contacting Laughter At Work via telephone or email. The transfer option only relates to participants who are transferring to a different date on the same course. The choice of course date must be specified at the time of transfer; otherwise, the instruction will be considered a cancellation, and cancellation fees apply. The option to transfer participants can only be used once, after which any movement will be considered a cancellation. All outstanding invoices will remain due, irrespective of the number of working days' notice given for the cancellation.

Substitute Delegates

You can transfer a place on a course to a substitute delegate free of charge a minimum of 7 days in advance of the course date.

Cancelling Courses and Workshops

Cancellations must be received in writing via email to info@tovekane.com and must contain the full booking details, including organisation name, booking, and participant contact details. Your cancellation will be confirmed in writing along with an invoice for any fees due. See relevant cancellation fees below. Refund is at the discretion of Laughter At Work.

Course Dates and Venues

Laughter At Work reserves the right to alter course dates and venues without liability. In the event of a cancellation where an alternative cannot be provided for that course, a full refund will be offered. Laughter At Work will not reimburse travel or accommodation expenses. Laughter At Work is not able to offer refunds for cancellations outside our control, including adverse weather conditions, flooding, or industrial action.

Course Outlines

In order to respond to changes in market demand, Laughter At Work reserves the right to alter its course content and/or tutors at any point. Course notes and training cannot be relied upon for legal interpretation. Neither Laughter At Work nor its appointed tutors or consultants can accept responsibility for the actions of participants or those of other people reading the course notes or responsibility for any loss incurred as a result of relying on the course content or the course notes. All courseware, training manual, and information shared by Laughter At Work during training and workshops are copyright with all rights reserved and legal ownership to Laughter At Work and/or the owner of the courseware.

Course Terms and Conditions

Booking

Courses may be booked by telephone, e-mail, online booking, or in writing. If booked by telephone, the booking must be confirmed in writing within no later than 7 days of the original booking. Payment details to be provided with bookings.

Cancellation of Booked Courses and Workshops by Customers

Should you wish to cancel training courses already booked, the following cancellation charges apply to the 2-day Certified Laughter Yoga Leader Training:

- 50% of the fee is non-refundable for training and workshops cancelled up to 30 calendar days prior to the date booked.
- 75% of the fee is non-refundable for training and workshops cancelled up to 14 calendar days prior to the date booked.
- 100% of the fee is non-refundable for training and workshops cancelled up to 7 calendar days prior to the date booked.

Discount Policy

Multiple booking discount only applies to participants booked at the same time and may not be used in conjunction with any other special discount or offer which may be offered from time to time. Unless otherwise stated, any discount available on an event may not be used in conjunction with any other special discount or offer which may be offered from time to time.

Important Note

Your booking form constitutes a legally binding contract. It may be necessary for reasons beyond our control to change the content and timing of the programme, the tutors, the date, or the venue. In the unlikely event of the programme being cancelled, we will automatically make a full refund but hereby disclaim any further liability. If the programme takes place but you are unable to attend, whether for reasons within or beyond your control, the above conditions in relation to transfers and cancellations will apply. Laughter At Work accepts no responsibility for loss occasioned to any person acting or refraining from action as a result of the information disclosed by Laughter At Work during the event.

Privacy Policy

The personal details you give us will be used to provide you with relevant information regarding our training courses or services. All information collected via Laughter At Work's site will be kept strictly confidential. A more detailed explanation about how we safeguard your personal information is described below. If you have any questions, please do not hesitate to contact us.

Notice and Disclosure

Laughter At Work collects the following information regarding visitors to the website: domain name, name, relevant personal details, information regarding which pages are accessed, information volunteered by you (such as survey

information), e-mail address, and site registrations. Laughter At Work will analyse the website data to constantly improve the value of the materials available for our subscribers, where possible tailoring the material to individual requirements.

Privacy of Our E-mail Lists

Laughter At Work maintains several e-mail lists to keep subscribers, registered users, the press, professional institutions, and other interested parties informed about new products or services. We do not sell, rent, loan, trade, or lease e-mail addresses to any companies outside Laughter At Work.

Your Details

The details you provide will be held on the Laughter At Work's database and will only be used with your full consent to promote other products and services that may be of interest from Laughter At Work; we will not pass your details onto any third parties without your permission. Upon your request, you will be removed from Laughter At Work's database. All bookings on our events are subject to the above terms and conditions, and your acceptance of them constitutes a legally binding contract under English law. You will be deemed to have accepted the terms and conditions at the time of booking if using our website or for bookings made in any other way, unless we hear from you within seven days of our confirmation.

Your Health

When you decide to train as a Laughter Yoga Professional or partake in a Laughter Workshop or event, you must take full responsibility for your health and well-being. You will often be requested or required to complete a liability form, which will ensure you know what to be aware of when you practise Laughter Yoga, which is a physical exercise form. However, when you read the list, please don't be alarmed; instead, contact us for clarification and to make an informed decision.

List of Contra-Indications for Laughter Exercises

- Severe orthopaedic conditions
- Acute thyroiditis
- Elevated or low potassium levels
- Uncontrolled diabetes, blood pressure greater than 200 systolic or 110 diastolic
- Uncontrolled hypertension

- Orthostatic hypotension
- Recent blood clot
- Acute illness
- Fever or dehydration
- Congestive heart failure
- Severe heart disease
- Uncontrolled, irregular heart rhythms
- Unstable angina
- Uncontrolled-abnormal heart rhythms
- Severe aortic stenosis
- Suspected or known dissecting aneurysm
- Pulmonary infarction
- Severe shortness of breath
- Inflammation or infection in the heart or any other systemic infection

Advisory Conditions

The following conditions are advisory and should be considered carefully before and taking advice from your teacher and/or your GP:

- Hernia
- Incontinence
- Bleeding haemorrhoids
- Pregnancy first and last trimester
- Major surgeries within three months
- Epilepsy
- Colds and flu
- Severe backache
- Alcohol and recreational drugs

For further details and information about our terms and conditions and what to be aware of, or about Laughter Yoga programmes for the workplace or information about Laughter Yoga and laughter training, please contact us.