

## Sahir House Training and Health Promotion Service Charges and Policy

	Participants	Organisation with income over £450K	Organisation with income under £450K
Training - Full day	Max 20, min 10	£650	£450
Training - Half day (1 – 3 hours)	Max 20, min 8	£350	£275
Training - Lecture style (1 hour)	Unlimited	£150	£75
Sponsored training check availability in your area		Free, non-attendance charges apply £75 if outside commissioned area	Free, non-attendance charges apply; £75 if outside commissioned area
Information session held in your agency (up to 1 hour)	Unlimited	£75	£50
Schools / groups per lesson	Unlimited	£75	£50
Information session held at Sahir House	Pending availability	Free	Free
Campaign resources, e.g. red ribbons		Pending numbers being requested	Pending numbers being requested
World AIDS Day pack		Free	Free

For discussions on content, learners needs, cost and resources tailor made to your service contact:  
Development Manager [training@sahir.uk.com](mailto:training@sahir.uk.com) Health Promotion Lead [info@sahir.uk.com](mailto:info@sahir.uk.com)

### Charges, cancellation and attendance policy:

- 🚫 If your course is sponsored/free and do not attend without a minimum 3 days' cancellation notice, you will be invoiced £40 per person.
- 🚫 It will be assumed that you sought permission from your line manager to attend when you booked. If you book someone onto the course please ensure the participant's details are included.
- 🚫 If you are unable to attend the course but a different staff member can attend in your place, please notify Sahir House of any intended absence/changes as this course is heavily subscribed and there is often a waiting list.
- 🚫 The full day course times are 9.30am – 4.30pm. If you have to leave early you may prefer to choose a date you are able to attend in full. There are no early finishes.
- 🚫 Invoicing and payments are required within 14 days of delivery and payment required within current financial year.
- 🚫 Sahir House treat all personal data in accordance with data protection guidelines.