



Take Your Time DELTA Terms and Conditions

Contents

1. Take Your Time DELTA fees.....	2
1.1. Discounts.....	2
1.2. Flexible payment plans	2
1.2.1. Two instalments.....	2
1.2.2. Monthly instalments.....	2
1.3. Non-payment	3
1.4. Accepted payment methods.....	3
2. Cancellation and refund policy	3
3. Application process.....	4
4. Group sizes.....	4
5. Joining groups after the course start date.....	4
6. Changing groups or cohorts.....	4
7. What Take Your Time DELTA expects of course participants	5
7.1. Attendance.....	5
7.2. Participation.....	5
7.3. Recordings.....	5
7.4. Module 1 course completion	5
7.5. Module 3 course completion	5
8. What course participants can expect from Take Your Time DELTA.....	6
8.1. Trainers	6
8.2. Materials	6
8.3. Written feedback	6
9. Pass guarantee	7
11.1. Support after a Module 1 Fail	7
11.2. Support after a Module 3 Referral.....	7



1. Take Your Time DELTA fees

Module 1 and 3 fees (until October 2025): **600 GBP per course.**

We offer [discounts](#) and [flexible payment plans](#) and [accept different payment methods](#).

Notes:

- Your place on the course is provisional until we have received your (first) payment.
- Take Your Time DELTA fees **do not** include the costs of registering for the Module 1 exam or submitting the Module 3 assignment.
- We provide materials for live sessions and homework plus three full mock exams in our Module 1 course at no extra charge. However, you may wish to purchase some additional books throughout the course.
- In Module 3, we provide reading material, but you will need to buy some books to make the most of the course. The cost of these books is not included in the course fee.

1.1. Discounts

We offer the following discounts. These discounts can be combined.

- **Early Bird rate:** Fee 560 GBP
The early bird rate is available for those whose [applications are complete](#) and who make their first payment by 31 July for a September course start or by 31 January for a March course start.
- **Returning client:** 50 GBP discount for second module

If you would like to set up a bespoke group (minimum 4 participants), please contact sandy@takeyourtimedelta.com for other discounts. This will depend on trainer availability.

For example, Lorelie applies for a March 2025 Module 1 course. Her application is completed in January 2025, so she gets the early bird price of £560.

After completing Module 1 successfully, Lorelie applies for a March 2026 Module 3 course. She completes her application in late February, so the fee is £600. She gets a returning client discount, so she pays £550 for the Module 3 course.

1.2. Flexible payment plans

You can also choose to pay for Take Your Time DELTA Modules 1 and 3 in instalments.

1.2.1. Two instalments

Instalment	% of course fee	Administrative fee	Payable before
Instalment 1	50%	20 GBP	Start of course
Instalment 2	50% (minus any applicable discounts)	No fee	21 January (Sept-May courses) 21 July (Mar-Dec courses)

1.2.2. Monthly instalments

Instalment	Monthly fee	Administrative fee	Payable before
Instalment 1	Early bird: £64*	25 GBP	Start of course



	Full price: £72		
Instalments 2–9	Early bird: £62* Full price: £66	No fee	Day 4 of each month

*Note that all other discounts are applied to your final invoice.

1.3. Non-payment

If a monthly instalment is late or unpaid without prior arrangement, we reserve the right to deny you access to the following Zoom session(s) and remove your access to the recording(s) until the payment has been made.

If 2+ monthly instalments or Instalment 2 of a two-instalment plan are late or unpaid without prior arrangement, we reserve the right to remove you from the Take Your Time DELTA course and remove your access to all materials.

1.4. Accepted payment methods

Payments can be made via Wise (preferred), Revolut, PayPal, international bank transfer, or UK bank transfer. Please check any fees first as you are responsible for these.

To cover our costs, we charge one-off fees for:

- PayPal: £25

This fee is added to your first instalment if you are on a flexible payment plan.

We are unable to accept credit card or debit card payments.

2. Cancellation and refund policy

Our cancellation and refund policy is as follows. Note that cancellations must be made in writing.

Cancellation in writing	Refund	Administrative fee
21 days before course start date	Full refund of payment less administrative fee	50 GBP
7–20 days before course start date	50% refund of payment made	50 GBP
Less than 7 days before course start date or during the course (single payment)*	No refund	N/A
Less than 7 days before course start date or during the course (two payments/ monthly payments)*	No refund – a credit note will be issued for any outstanding payments	N/A

* In certain exceptional circumstances (bereavement, medical conditions) participants can defer their payment to a later course with no cohort move fee, though the fee for reissuing invoices will still be charged (see [Section 6](#)).



3. Application process

To be accepted on the course you must:

- Complete the application form.
- Complete a pre-course task form to the required standard. This will be sent to you within 5 working days after you submit the application form and should be completed within 21 days of receipt of the task.
- Attend an interview with a trainer. This should be done within 30 days of receipt of the task.

For the early bird discount to be applied, all three of these stages must be completed by 24 July for a September course start or by 24 January for a March course start in order for the (first) payment to have time to clear before the early bird deadline (see [Section 1.1](#)).

4. Group sizes

Each group needs a minimum of three participants to be opened. There will be a maximum of ten participants in any group.

If you have signed up for a group which only has one or two participants by the course start date or participants leave the course and your group size drops to one or two participants, you will be invited to join an alternative group or to postpone your course to a later cohort at no extra course. Alternatively you will be given a full refund with no administration fee.

5. Joining groups after the course start date

At the discretion of the course manager, you may be able to join a group up to four sessions after the course start date if there are still spaces available. You will be expected to catch up on the recordings of all sessions you missed.

6. Changing groups or cohorts

A cohort is all of the groups starting and finishing their course at the same time, for example all groups studying from September 2025 to May 2026. If there is a space available, you can move groups within the same cohort for no extra charge.

Course participants joining courses starting from March 2025 onwards can move to a later cohort for a fee of £75 if they are unable to complete the course they originally joined (see [Section 2](#)) or wish to repeat the course. The charge for changing cohort a second time is £150.

Cancelling a flexible payment plan and reissuing invoices when you move cohorts carries an additional fee of £25.

For example, Maria starts a course in March 2025. In June, she realises she can't fit the course around the new job she has just started. She moves to the September 2025 cohort instead. So far, she has paid four of her nine monthly instalments (March, April, May, June). She asks to cancel her current monthly payment plan and restart it in September 2025, when she will make five more normal monthly payments (September, October, November, December, January). In June 2025, she pays a £75 fee to secure her place in the September cohort, plus a £25 fee to reissue her monthly invoices. If she were then to move to a March 2026 group, she would pay an extra £150 fee.

Note: It is not possible to use this process to move between Modules. *For example, if Erica starts Module 1 in March 2025 but cancels the course and decides to start Module 3 in September 2025, she would need to complete the application process again and pay the full fee.*



7. What Take Your Time DELTA expects of course participants

7.1. Attendance

You are expected to attend at least 80% of the live Zoom sessions during your course. For Module 1 this is 24 sessions out of 30. For Module 3, this is 16 sessions out of 20.

If you know that you will not be able to attend a session, notify your trainer as soon as possible using the WhatsApp group.

If you miss 50% or more of your first 10 sessions, or of the full 30 sessions (Module 1) / 20 sessions (Module 3), you will forfeit your place on the course. No refund will be given, and you will have to pay the full amount if you wish to join a new course in the future.

7.2. Participation

During live sessions, you will be asked to participate actively, including having your camera and microphone on, using the chat box, sharing documents for collaborative tasks on your screen, and speaking in activities in the whole group and in breakout rooms.

7.3. Recordings

All sessions are recorded so they can be watched by participants again after the session. Recordings are stored on Google Drive until one month after the date of the final session. If you would prefer not to be recorded in sessions, please discuss this with our trainer during your interview.

7.4. Module 1 course completion

You will be considered to have completed the Module 1 course if you:

1. Attend 80% or more of the live sessions (24 sessions out of 30).
2. Complete 60-90 minutes of homework every week, tracking this using our homework tracker.
3. Attend a one-to-one tutorial on Zoom after session 20.
4. Complete three full mock exams within the given timeframe.

If conditions 1-4 are all true, you will receive a Take Your Time DELTA Module 1 course completion certificate up to 6 weeks after the final date of your course.

7.5. Module 3 course completion

You will be considered to have completed the Module 3 course if you:

1. Attend 80% or more of the live sessions (16 sessions out of 20).
2. Meet 80% of Module 3 deadlines.
3. Submit work for every part of the assignment to the trainer (even if some of it is after the deadline, provided this has been agreed with the trainer in advance).

If conditions 1-3 are all true, you will receive a Take Your Time DELTA Module 3 course completion certificate up to 6 weeks after the final date of your course.



8. What course participants can expect from Take Your Time DELTA

8.1. Trainers

All of our trainers are qualified professionals and experienced teacher trainers. If they are new to DELTA training, the trainer will receive comprehensive training during your course, and you will receive additional feedback as needed from our head trainer so that there is no drop in quality.

8.2. Materials

We provide all materials for live sessions plus three full mock exams in our Module 1 course. We will also provide comprehensive links to support your homework research. However, you will need to have access to or purchase some additional books throughout the course.

In Module 3, you will be asked to buy two books to refer to throughout the course. Other books you need will depend on the specialism you choose. You will be given a recommended reading list once you have chosen your specialism after Session 2 of the course.

8.3. Written feedback

You will receive comprehensive written feedback from trainers where relevant on your course.

For Module 1, this will be feedback on all three mock exams.

For Module 3, this will be feedback on one draft of each part of your assignment, plus one full draft of the whole assignment, including relevant appendices.

You may also request additional feedback, which will be given at the discretion of your trainer.



9. Pass guarantee

Take Your Time DELTA cannot guarantee that you will pass DELTA Module 1 or Module 3 as a result of taking one of our courses. However, if you have completed the course fully (as set out in [7.4 for Module 1](#) and [7.5 for Module 3](#)), and receive a Fail (Module 1) or a Referral (Module 3) we will offer the following support free of charge.

9.1. Support after a Module 1 Fail

We will support you to resit the exam either six or twelve months after the sitting where you received a Fail grade. This support will take the following form:

- EITHER A free place in the course cohort preparing for your chosen sitting
OR 5 x 60-minute one-to-one tutorials with our head trainer organised on a mutually agreed schedule between when you receive your result and the date of your resit.
- A full diagnostic exam to be taken within 60 days of receiving your Fail result. This will be marked and a report will be issued with the key areas you need to focus on in your preparation for the resit.
- Full access to Module 1 materials provided on the Take Your Time DELTA courses.

9.2. Support after a Module 3 Referral

We will support you to resubmit your Module 3 assignment either six or twelve months after the submission date where you received a Referral. This support will take the following form:

- EITHER A free place in the course cohort preparing for your chosen submission date
OR 3 x 60-minute one-to-one tutorials with our head trainer organised on a mutually agreed schedule between when you receive your result and the date of your resubmission.
- A consultation of up to 90 minutes to discuss the contents of your Module 3 referral report and how to address the main problem areas with our head trainer.
- Written feedback on a full rewritten draft of each part of your assignment, plus on a full draft of the whole assignment.
- Full access to Module 3 materials provided on the Take Your Time DELTA courses.