



TERMS & CONDITIONS

Training course refund & cancellation policy

A course will be confirmed to proceed not later than 14 days prior to its scheduled starting date.

Course registration is only confirmed when full payment has been received from a participant.

If sufficient confirmed registrations have not been received two weeks in advance of the scheduled starting date, the course may be cancelled or postponed.

In the unlikely event that the course is cancelled, all confirmed participants will be notified immediately and receive a full refund.

If a participant chooses to cancel their confirmed registration, or cannot or does not attend the workshop, the following refunds will apply:

- The registered participant may invite another person to substitute their place on the course (for which they are registered) at any time, at no cost.
- If notice is received 14 days or less from the scheduled starting date, no refund will be offered.
- If notice is received 15 days or more from the scheduled start date, a refund of 50% will be offered.