

CANCELLATIONS TERMS

PUBLIC COURSES

Cancellations must be in writing and the following terms apply: over 31 days notice full refund, 21-31 days' notice 50% charge; less than 21 days' notice full fee payable, no transfers or refunds.

For delegates who fail to attend for any reason the full fee is payable; substitute delegates will be welcome with no penalty charge as long as they can fullfil the enrolment criteria.

IN-COMPANY COURSES

Cancellations must be in writing and the following terms apply: 14-31 days notice 25% of daily rate; less than 14 days notice full daily rate payable.

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