



"Tapping The Hidden Talent Pool"

# Training Cancellation Policy

## Cancellation Policy:

1. Cancellations must be received in writing (via email or post) in advance of the training session. The following cancellation charges apply:

- |                      |                             |
|----------------------|-----------------------------|
| a. 1 month+          | <b>No charge incurred</b>   |
| b. 2-4 weeks' notice | <b>25% charge incurred</b>  |
| c. 1-2 weeks' notice | <b>50% charge incurred</b>  |
| d. 3-6 days' notice  | <b>75% charge incurred</b>  |
| e. 1-2 days          | <b>Full charge incurred</b> |

## Cancellation by Advance: The Disability Consultants

- If for any reason, Advance: The Disability Consultants has to cancel a training session we will refund the full cost of the cancelled training session. However, Advance: The Disability Consultants accepts no responsibility for covering travel, hotel or other costs incurred by delegates or guests.

## Payment

- In line with our 'Terms and Conditions' of business, payment must be made no later than 30 days after completion of the agreed work.