



COACHING

FOR LEADERSHIP AND PROFESSIONAL DEVELOPMENT

A CERTIFICATED TRAINING COURSE IN 4 MODULES

TERMS AND CONDITIONS

Cancellations are subject to the following charges:

Notice period (days)	Booking fee	Accommodation	Course fees
0 – 10	100%	100%	100%
11 – 30	0%	100%	75%
31 – 42	0%	100%	50%
43 +	100%	0%	0%

Cancellations made up to 2 months before Module 1 begins will be charged an administration fee of £95.

However, normally you may substitute a participant up to 1 month before the course begins, subject to our entry criteria, but an administration fee of £95 will be charged.

Where the participant has attended part of the course, no refund will be permitted. However, the participant may immediately book the same or another course in this series and receive a 15% discount, but the cancellation charges described above will still apply.