**The Lynnbrook Centre**

**Workshop and Course Cancellation Terms and Conditions**

**Introductory workshop Cancellation**

Introductory workshop participants may cancel their booking for a workshop via email (jean@thelynnbrookcentre.com) up to four weeks before its start date and receive a full refund. Those cancelling later than four weeks before a workshop begins but sooner than two weeks will be refunded 50% of the workshop fee. There will be no refunds for cancellations made later than two weeks before a workshop date, however participants may nominate a suitable replacement to attend in their place. No refund will be offered to those who fail to attend a workshop or who fail to complete a workshop.

**Advanced Certificate Course Cancellation**

Advanced Certificate course participants may cancel their booking via email (jean@thelynnbrookcentre.com) up to six weeks before its start date and receive a full refund. Those cancelling later than six weeks before the course begins but sooner than three weeks will be refunded 50% of the bookingtraffic

 fee. There will be no refunds for cancellations made later than three weeks before the course start date, however participants may nominate a suitable replacement to attend in their place. No refund will be offered to those who fail to attend the course or who fail to complete it.

**Transfer Fees**

Participants may transfer their booking from one Introductory workshop to another up to four weeks before the start date of the workshop they originally booked for. No administration or transfer fee will be charged for this option.

**Course Cancellation**

The Lynnbrook Centre reserves the right to cancel a workshop or training course at any time and for any reason. In such circumstances, all delegates who have booked and paid for the cancelled workshop or training course will receive a full refund of their fees in a timely manner.