

# Trainer Approval Workshop Cancellation Policy

## Cancellations 7 days or MORE before the workshop date:

All cancellations must be made via email to [quality@euskills.co.uk](mailto:quality@euskills.co.uk) by the delegate. Cancellations via telephone cannot be accepted. A full refund (100%) will be issued if the cancellation is made more than 7 days prior to the workshop date.

## Cancellations LESS than 7 days before the workshop date:

All cancellations must be made via email to [quality@euskills.co.uk](mailto:quality@euskills.co.uk) by the delegate. Cancellations via telephone cannot be accepted. A charge of 50% of the training workshop will be incurred for cancellations less than 7 days prior to the event.

## Transferring to a later workshop:

Any delegate who wishes to transfer to a workshop on a later date must email [quality@euskills.co.uk](mailto:quality@euskills.co.uk) and clearly state the new date of the workshop they would like to attend. Any transfer requests made less than 7 days prior to the original workshop date will incur a charge of 50% of the training workshop they were originally due to attend. Transfer requests made more than 7 days prior to the original workshop date will not be charged.

## Our rights to cancel a workshop:

We reserve the right to cancel any workshop if there is an insufficient number of attendees to make it viable or in the unlikely event that a venue/trainer become unavailable due to circumstances beyond our control. In such circumstances the delegate will be issued with as much notice as possible and offered a free transfer to another workshop date. If the delegate cannot attend the new proposed date(s) a full refund will be issued.