

July 2019

Training and Conference Cancellation & refund policy

Full payment is required at least 8 weeks before the first day of the course, unless otherwise agreed. Places are not guaranteed until full payment is received. We aim to acknowledge applications (and payment) by email within 5 working days of receipt.

If you are unable to attend the course you are booked on, you may substitute, by prior arrangement and after notifying us, somebody else from your organisation. If you are unable to attend, and not in a position either to transfer your place to another person, then the following charges will apply.

Cancellation Charges

- 16 – 12 weeks before the course – 10% of the fee
- 12 to 8 weeks before the course – 50 % of the fee
- 8 weeks before the course – No refunds are available (but if you are able to transfer place to another person if you can nominate somebody or someone on the reserve list if we have one)

Please note that full repayment is required for non-attendance on a booking that has been transferred.

Bank or exchange charges – payments from outside the UK may be subject to handling or other charges by the sender's bank. The amount received by The Adoption Consultancy 360 Ltd. must be the full fee in £ Stg. Any bank charges must be paid by the applicant, not deducted from the fee payment.

If you have any further questions about our cancellation policy please contact Emma at The Adoption Consultancy on admin@theconsultancy.info

***Refunds or Transfers for SAI (Sensory Attachment Integration Courses) the following applies:**

Places are not guaranteed until full payment is received and if payment is not received or agreed by a notified date for each course, the organiser reserves the right to cancel the registration and offer a place to someone on the reserve list.

Refunds are only issued if the course does not run; or dates have to be changed and revised dates do not suit the participant; or the fee is received after the course is full or from a person not qualified to attend.

In exceptional circumstances a participant may request deferral to a later course or transfer a fee credit. This is at the discretion of the organiser.

www.sensoryattachmentintervention.com