**West Shires School of Complementary Health**

**Booking & Cancellation Policy**

**Workshops**

The full name, phone number and (ideally) email address of every participant is required for attendance. Workshops have limited number of spaces.

Your space will not be secure (and may be filled) until you have either paid the deposit / paid in full for the workshop – particularly if a date has been specified.

**Cancellation Policy**

Your cooperation and understanding of our cancellation policy is greatly appreciated. If you have booked a place and are unable to attend a workshop for any reason, please let us know as soon as possible so that your place may be offered to someone else.

If you are pre-registered for a workshop you must cancel at least 1 week prior to the workshop to receive a full refund (a 5% admin fee will be deducted). Cancellations made up to 48 hours prior to workshop will be liable for a 25% cancellation fee. Unfortunately refunds cannot be issued for cancellations made less than 48 hours prior to the workshop.

In certain circumstances, you may be able to transfer the payment to an alternative future workshop or course. This is offered at the discretion of the West Shires School / event organiser. In the event that a transfer is agreed between both parties it is understood that no further refunds or transfers will be permitted.

In the event of the cancellation of an event by the School/organizer, you will receive a full refund of the deposit / course fee. If an event is moved from its advertised venue and/or the date is changed, your payment will remain valid if you wish to attend the rescheduled event. If not, we will issue a full refund.

Unfortunately West Shires School of Complementary Health cannot be held responsible for unforeseen circumstances (such as weather or transport problems) that lead to the participant being unable to attend the scheduled course or workshop.

Cheryll Hodgson

Principal