

## **Cancellation Policy for the College of Classical Massage**

### **For the ITEC Diploma and ITEC Certificate Training courses:**

If you cancel with 28 days notice or more, you must notify us in writing and you will be entitled to a refund minus the registration fee.

If you cancel within 28 days of the course start date, the full fees are payable and we are unable to offer any refunds unless we are able to fill your space.

The registration fee is non-refundable except in the unlikely event that we cancel the course.

### **For all workshops:**

If you wish to cancel 28 days or more before the course begins you must notify us in writing and your payments will be refunded, minus an administrative charge of 20% of the workshop fees.

If you wish to transfer to another course, you can do so up to 28 days before your course begins, providing space is available on that course.

If you wish to transfer or cancel less than 28 days prior to your course start date, it is at the discretion of the College and dependent on spaces available or us being able to fill your space. There would be an administrative charge of 20% of your workshop fees. If it is due to ill health, this is at the discretion of the College and it may be necessary for you to provide a sick note from your GP.

### **Books and Course Equipment**

In the unlikely event of a course being cancelled, the college will not be liable for any expenses incurred by the student associated with joining that course. Please call to check the course has confirmed numbers to run before purchasing course equipment and books etc.