

### Booking Terms, Conditions and Cancellation Policy

*This document represents a legal offer, as such, once accepted in whole or part, expressly or by conduct, it creates a legally binding contract. Consequently, once a course is booked (all bookings are based on prepayment at least 14 days prior to start date) in accordance with this offer, cancellation amounts to a breach thereof, except that:*

- a) Cancellation notified in writing 14 days or more prior to the course start date attracts no fee liability*
- b) Cancellation notified in writing 8-13 days prior to the course start date attracts 50% fee liability*
- c) Cancellation notified in writing less than 8 days prior to the course start date attracts 100% fee liability.*
- d) In all cases, replacement delegates may be accepted at no extra cost.*

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