



Cancellation Policy Statement

We acknowledge that sometimes it is necessary to cancel training, assessment, or consultancy work for unavoidable reasons.

If you need to cancel a confirmed booking for training, assessment, or consultancy work, please inform us of the cancellation as soon as possible and we will always do our best to reschedule if required.

For cancellations made at least **15 working days in advance** of the agreed start date, **no charge** will be made.

For cancellations **within 15 working days** of the agreed start date you will be charged the **full price** of the training, assessment, or consultancy work. Where applicable, this will include any associated non-refundable costs relating to accommodation/travel/venue hire/course materials/administration fees booked through Treepartner Training.

NB: If we can secure alternative work for dates cancelled at short notice (within 15 working days) with no loss of income to Treepartner Training, then no cancellation charge will apply.

This policy statement will be reviewed every 2 years by Richard Allmond (Director)

