



### **Training Cancellation Policy**

TranSkills is looking forward to your attendance. We keep our classes to a limited size to maximise your learning potential. However, we also recognise that outside factors can affect your ability to participate in our courses.

If you need to cancel your booking, our cancellation policy is outlined as follows:

- Cancellation 30 days prior to course commencement – Full refund minus the booking fee
- Cancellation within 29 days of course commencement – No refund available

To cancel your booking, please contact our office via email at [info@TranSkills.eu](mailto:info@TranSkills.eu) or you can cancel it yourself at the Eventbrite page of the event.

TranSkills reserves the right to cancel courses based on minimum attendance requirements, or other unforeseen reasons (e.g. sickness of the instructor). In the unlikely event that TranSkills needs to cancel an event, we will make every effort to support participants with information prior to the course commencement. Participants will have the choice between credit towards the next available course, or a full refund minus booking fees. TranSkills accepts no liability for costs incurred, including but not limited to, accommodation expenses, travel expenses and travel insurances.