

## **NIBRT Training Course Cancellation Policy**

### **Postponement/ cancellation of customised course (group booking)**

- Groups are liable to pay 100% of the fees in case of postponement/ cancellation of customised course less than 3 weeks from the course start date.
- Groups are liable to pay 50% of the fees in case of postponement/ cancellation of customised course between 3 and 6 weeks from the course start date.
- There are no postponement/cancellation fees in case of postponement/cancellation more than 6 weeks before the course start date.
- There are minimum and maximum trainee numbers required for customised courses. Final trainee numbers must be confirmed 6 weeks prior to the course start date. Changes to trainee numbers less than 6 weeks from the course will be subject to the above cancellation policies.

### **Cancellation by Trainee**

- Attendees are liable to pay 100% of the fees in case of cancellation less than 3 weeks from the course start date.
- Attendees are liable to pay 50% of the fees in case of cancellation between 3 and 6 weeks from the course start date.
- There are no cancellation fees in case of cancellation more than 6 weeks before the course start date.
- As an alternative to cancellation, attendees can name a replacement to attend in their place.
- Attendees wishing to transfer attendance to a subsequent programme will incur the relevant above cancellation fee plus any increase in course cost.

### **Cancellation by NIBRT**

- NIBRT reserve the right to modify course location, material, or instructors, or to restrict course registration.
- It may be necessary for reasons beyond our control to cancel a course. If desired, NIBRT can register you for the following session of the course if there is another iteration later in the same year. The fee will be refunded if no session is available.
- NIBRT are not responsible for travel or other costs incurred due to cancellation.