**Training – Changes, Cancellation and Refund Policy**

**Changes to Booked Course dates**

We will attempt to accommodate any requests for date changes for our booked training courses.

Where it is possible to move the trainees on to an alternative dates for the same course, then there will be no additional fees. Should this not be possible then the difference in fees will apply.

**Cancellations & Refund**

The following % will be refunded for any training course cancellations

Up to and including 45 Days prior to course date 100% Refund

Up to and including 30 Days prior to course date 75% Refund

Up to and including 15 Days prior to course date 25% Refund

Less than 14 days prior to course date No Refund

Cancellations or requests for change should be made to [training@hager.co.uk](mailto:training@hager.co.uk).

Hager Ltd. reserves the right to cancel or reschedule this course. If this is necessary, as much notice as possible will be provided, with alternative dates provided. Should that not be acceptable a full refund of course fees will be given.