



Evolution Training and Consultancy Services Ltd — Booking and Cancellation Policy

Transfers and Cancellations

2.1 A 24 hour cooling off period will apply to all bookings being received, during this time transfers and cancellations are free of charge but must be notified in writing as per 2.6.

2.2 If a Delegate or Client wishes to cancel a booking after the cooling off period, the following fees shall be due:

Days' notice of cancellation prior to the commencement of the Training Services (day 1 being the day following the request) - % Charges to pay:

- Less than 7 days (0-6 days) – 100%
- 7-21 days – 50%
- 22 days and over – 0%

2.3 If a Delegate or Client wishes to transfer from a course on to another course, the following fees shall be due:

Days' notice of transfer prior to the commencement of the Training Services (day 1 being the day following the request) - % Charges to pay:

- Less than 7 days (0-6 days) – 100%
- 7-21 days – £50 + VAT or 50% (whichever is the lesser amount)
- 22 days and over – £0