



Richmond Bright - Booking Terms and Conditions

Notice of Cancellation, Transfer or Name Change

Cancellation by the course booker

0-13 days before
the course start
date

**100%
course fee
payable**

14-20 days before
the course start
date

**75% course
fee
payable**

21+ days before
the course start
date

**0% course
fee
payable**

Transfer of course date or name change

A transfer to another course date is permitted up until 21 days before the course start date. A change of delegate name is permitted.

**Admin fee
of £25
payable**

Please note that a transfer of a booking to a future date and then a cancellation of that booking will result in 100% of the course cost being payable. Payments will not be refunded for attendees who fail to attend or leave the course prematurely, whatever the reason. Richmond Bright reserves the right at its discretion to cancel, alter or re-arrange courses without liability. Richmond Bright will not refund any additional expenses incurred by the course booker or the individual delegate(s). In such an event as Richmond Bright cancelling a course, attendees would be offered alternative course dates, venues or a full refund.