



Construction & Plant Assessments Ltd — Booking and Cancellation Policy

Cancellation Policy:

- More than 20 working days prior to the course date – no fee
- Between 20 working days and 7 working days inclusive – 50% fee
- Less than 7 working days – full course cost

All cancellations must be sent in writing to craig.wordsworth@yahoo.co.uk

Transfer Policy:

To transfer the named delegate to an alternative date no charges will be levied.

Substitutions:

Substitution of delegates may be made with no fee but must be advised in advance and a new booking form sent so that course information can be amended.

Construction and Plant Assessments reserve the right to cancel any course at any time without liability. In the unlikely event of this happening delegates will be offered an alternative date or a full refund if payment has been received.