



## Cancellation Policy:

- **Full Refund** – if a cancellation is received **2 weeks prior** to course start date
- **50% Refund** - if a cancellation is received **1 week prior** to course start date
- If a learner exits a course or does not complete the course full course fees apply. In exceptional circumstances (where the learner has a valid reason for exiting or not continuing) we will endeavor, within reason, to accommodate completion of the course at a later date.
- If a learner is completing a course being funded by ETB, DSP or another regulatory body and chooses not to complete the training programme, the Learner is responsible for the payment of all fees in accordance with the above guidelines.

**Refund Policy:** New Links Training Solutions Ltd. reserves the right to cancel a course if the quota of learners for that course is not reached. In the event that a scheduled course does go ahead as planned participants will be advised of the next starting date for the selected course. If this is not agreeable a full refund will be offered to the participant.