





## Halton & St Helens

Voluntary and Community Action

### CANCELLATION POLICY

On receipt of the booking form your place on the course is confirmed, and the following charges for cancellation or non-attendance will apply.

Written Cancellation received by CVS	More than 7 days prior to the event	Within 7 days of the event	Non-attendance or failure to complete the course
Voluntary & Community Sector Groups	£10.00	£25.00	Full price (Not including any subsidy)
Statutory/Commercial Sector	£10.00	Full price	Full price

Unfortunately we cannot accept verbal cancellations. However, you may contact us at any time to nominate a colleague to attend in your place without an additional charge.

If you should require any further information please contact us on 01744 457114.