



## CHESHIRE FA COURSE CANCELLATION POLICY

Learners who cancel more than 2 weeks before a course commencing will be eligible for a full refund less a £20 administration charge.

Less than 2 weeks before learners will not be entitled to any refund but will be offered the chance to transfer to a future course for a fee of £20 payable prior to the commencement of the new dates.

Consideration will be given to learners who, for health reasons are unable to attend and require a transfer to another course. A letter from the doctor or medical professional must be supplied.

In all cases, learners should email: [coacheducation@cheshirefa.com](mailto:coacheducation@cheshirefa.com) with their reasons for absence.

### TRANSFER FEE

Learners wishing to transfer must advise the County FA at least 7 days before the course start date. This will incur the following costs: (all courses)

A £20 administration/transfer fee will be charged.

Only one transfer will be allowed, further requests for transfer will be classed as a new booking and learners will therefore be required to pay the full course fee.

### NON-ATTENDANCE POLICY

Learners who do not attend or miss certain sessions on any course for whatever reason will be required to pick up the equivalent session on a future course. A charge of £20 per course will be payable.

In all cases, learners should email: [coacheducation@cheshirefa.com](mailto:coacheducation@cheshirefa.com) with their reasons for absence.

### PLEASE NOTE

Courses require a minimum number of learners for it to be delivered successfully.

If there are insufficient learners on the first day of the course, the course tutor has the right to cancel the course.

If we do have to cancel the course for any reasons prior to the commencement date you will be notified and issued with a full refund.