

### **Lancashire FA Cancellation Policy**

Cancellations more than 14 working days before the course start date are eligible for a refund minus a £20 cancellation fee.

Cancellations less than 14 working days, but more than 2 working days before the course start date are refundable minus a £50 cancellation fee.

Cancellations less than 2 working days before the course start date are eligible for a refund minus a £80 cancellation fee.

**Learners must inform Lancashire FA of a cancellation by emailing [info@lancashirefa.com](mailto:info@lancashirefa.com) AND [lindsay.astin@lancashirefa.com](mailto:lindsay.astin@lancashirefa.com)**

Learners who fail to notify Lancashire FA of their non-attendance are not eligible for any refund.

### **Lancashire FA Transfer Policy**

Only in exceptional circumstances will Lancashire FA allow a candidate to transfer free of charge to another course. In order to request a transfer, candidates must put their reasons in writing via email to [lindsay.astin@lancashirefa.com](mailto:lindsay.astin@lancashirefa.com)

Each request will be considered on a case-by-case basis and you may be required to provide evidence to further support your request. Lancashire FA will then inform you of the outcome after considering all aspects of the request. **The outcome of Lancashire FA is final and not open to appeal.**