



LINCOLNSHIRE

Football Association Limited

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Lincolnshire Football Association: Coach Education Cancellation & Transfer Policy

The policy below highlights the options available to clubs, leagues and volunteers regarding cancellations, transfers and booking codes in regards to Lincolnshire Football Association's coach education courses.

***Correct use of LCFA Discount Code – for Charter Standard Clubs & FA Licensed Coaches. The Lincolnshire Football Association's discount code is for use by Lincolnshire FA Clubs and FA Licensed Coaches Only** – incorrect use of this code will result in the additional payment being requested and paid, or could result in your booking being cancelled.

Course Cancellations & Transfers:

Should a candidate wish to cancel or transfer their place on a course, they need to notify LCFA as soon as possible by emailing the Football Development Department;

Chris.Funnell@LincolnshireFA.com or Zoe.Hopewell@lincolnshireFA.com

Course Cancellation:

Our courses are in high demand and by not informing us that you are unable to attend, you are preventing another candidate from attending the course. The following charges will apply to all cancellations:

- 28 days or more a candidate will be entitled to a full refund.
- 27 days – 14 days a candidate will be charged 25% of their course fee plus admin fee.
- 13 days – 7 days a candidate will be charged 50% of their course fee plus admin fee.
- 6 days or less no refund will be provided.

Course Transfers:

If a candidate wishes to transfer to a different course the following charges apply:

- If notification is provided between 28 – 14 days prior to the start date of the course no fee will be charged.
- If notification is provided between 13 – 7 days prior to the start of the course there will be a 10% (of the total course fee) administrative charge.
- If notification is provided less than 6 days prior to the start of the course the candidate will not be able to transfer. They will lose their course place on the course and will need to re-book on to another course at full cost.

Consideration will be given to candidates who, for health reasons or exceptional circumstances are unable to attend and require a transfer to another course. A letter from a Doctor or medical professional may be requested.