

Cancellation policy

An introduction to treasury management

Thursday, 5th June 2025

If you wish to cancel your place, the following charges will apply:

- More than 28 days before the course start date no charge (full refund)
- 15 28 days before the course start date 25% of the delegate fee or free transfer to the next course (subject to availability)
- 0 14 days before the course start date 100% charge (no transfer to other courses)

<u>Transfers:</u>

The free of charge transfer option only applies to delegates transferring to a different date for the same training course. Transfers can only be used once. If that transfer is then cancelled and/or the delegate fails to attend, the full fee remains payable.

Substitutions:

Name changes for attendees will be accepted free of charge up until 9:00am on Tuesday 3rd June. We regret that name changes may not be accepted after this time.

All cancellations/substitutions must be made in writing by emailing the BSA events team at events@bsa.org.uk