

## **Cancellation policy**

# An introduction to treasury management

### Tuesday, 29th October 2024

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)

#### **Transfers:**

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 at any time.

All cancellations/substitutions must be made in writing by emailing the BSA events team at <a href="mailto:events@bsa.org.uk">events@bsa.org.uk</a>