



*Promoting Personal Safety*

## Unisafe Cancellation Policy

### Course cancellation

Where a training course is cancelled three weeks or less prior to the course date this will incur a charge of the full course fee.

### Delegate cancellation

Where a delegate cancels three weeks or less prior to the course date the delegates manager has the option of either replacing the delegate at no charge or incurring a cancellation fee of £75 for a full day's course or £45 for a half-day's course.

In the event of extenuating circumstances, there may be a 50% refund of the delegate cancellation fee at the discretion of the Unisafe management.

Chris Turland  
Unisafe Manager  
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