

CANCELLATION POLICY

L.E.A.D. TEACHING SCHOOL HUB

TERMS AND CONDITIONS OF BOOKING

- Completing Book it Bee commits you to pay the attendance or cancellation fee.
- L.E.A.D. Teaching School Hub reserves the right to make changes to its events, including content, timings, dates and venue.
- L.E.A.D. Teaching School Hub has to cancel a course or event you will be offered a place on an equivalent course/event within a 12 month period. If no suitable course/event is available a full refund will be issued if the programme has been paid for in advance.

PAYMENT

- Courses and events will be charged at the price shown at the time of booking.
- Academies within the Trust will have this fee deducted from their subscription, all other delegates will be expected to complete the payment process within booking system.

CANCELLING OR CHANGING YOUR BOOKING

- If you need to cancel your booking please inform us by email or telephone immediately.
- A substitute delegate may attend at no extra charge but please inform us that this will be the case ahead of time.
- Cancellations will incur the following charges:

<input type="checkbox"/> 15 or more working days prior to the event	no charge
<input type="checkbox"/> Cancellation less than 15 working days prior to the event will apply	full charge
<input type="checkbox"/> Non-attendance at the event (except in exceptional circumstances) will apply	full charge