## Workshop Fee and Refunds Policy

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| **Version:** 001 |
| **Date approved:**  |
| **Date of review:**  |
| **Authority to amend: Board** |
| **Related documents** |

ABCD reserves the right to charge a participant fee for workshops or training courses that it holds.

Where a fee applies, participants are required to make payment prior to the workshop or event. For each event, the cut-off date for enrolment and payment will be determined by ABCD.

All payments will be acknowledged by way of receipt.

No refunds will be paid to participants cancelling less than 24 hours before the workshop or training date.

Participants providing more than 24 hours’ notice of their cancelation may:

* apply for a refund by notifying ABCD in writing; or
* transfer their booking to another member of their organisation to attend the workshop or event.