



Training and conference cancellation policy

If you are unable to attend the course you are booked on, you may substitute, by prior arrangement and after notifying us via email (admin@fed-foundation.org), someone else from your organisation on one occasion.

If you are unable to attend, and not in a position to substitute your place to another person then the following charges will apply:

Cancellation charges - training courses:

- 16-12 weeks before the course: 25% of the fee
- 12-8 weeks before the course: 50% of the fee
- 8-2 weeks before the course: 75% of the fee
- Less than 14 days before the course: 100% of the fee.

Please note that full payment is required for non-attendance on a booking that has been transferred.

Please remember that the F.E.D Foundation is a registered charity and these circumstances will have a significant impact on our work. We're extremely grateful for your continued support and look forward to meeting your future training requirements.

If you have any further questions about our cancellation policy, please contact us on admin@fed-foundation.org