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Roffey Park Terms & Conditions

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| Cancellation: | 2 weeks or less | 100% of fees |
| | More than 2 weeks and less than 6 weeks | 75% of fees |
| | 6 weeks or more | Full refund |

Transfer:

Within the six-week period before the start of a programme, we are unable to transfer a booking to a later programme free of charge, as it is seldom possible to arrange the attendance of a replacement. Transferring a confirmed booking within 2-6 weeks notice period can be arranged on payment of the full fee plus a transfer charge of 30%. Transfer within 2 weeks of the programme start date will be subject to the full 100% cancellation charge. Withdrawal or transfer of a subsequent booking at any time will result in the full cancellation charge.

Substitute Participant:

There is no fee for substituting one participant for another so long as the substitute is suitable, Roffey Park is advised in advance and a new nomination form and preparation work completed.

Fee Payment

Invoices are dispatched before the programme starts and must be settled before the commencement of the programme.