



LTP Cancellation Clause Training

Training / Workshops / Advisory work

Training, workshops and advisory work can only be cancelled by means of a notification in writing or by a notification confirmed by us in writing.

The following cancellation provisions will apply to training, workshops or advisory work that have not yet commenced: Cancellation more than ten working days before the commencement of the training or workshop is free of charge. In the case of cancellation between ten and three working days before the commencement of the training or workshop, 50% of the fee will be charged. In the case of cancellation within three working days before the commencement, 100% will be charged. If, within three working days before the commencement, the training or workshop is postponed by client, 50% will be charged. In the event of the premature termination of, or other non-participation in the training or workshop, the client will not be entitled to any refund.

LTP is entitled to cancel the training or workshop or to refuse to allow an individual to participate without giving reasons. In that case, the client will be entitled to a full refund of the amount paid to LTP by the client.

The cancellation provisions summarized:

TIMEFRAME :	CANCELLATION PROVISIONS:
More than 10 working days before the commencement of the training / workshop	Free of charge
Between 10 and 3 working days before the commencement of the training / workshop	50% of the training / workshop fee will be charged
Within 3 working days before the commencement of the training / workshop	100% of the training / workshop fee will be charged
Postponement of the date of the training / workshop within 3 working days before the commencement of the training / workshop	50% of the training / workshop fee will be charged