

# GCI Course Cancellation and Transfer Policy

The following cancellation and transfer policy applies to this course:

All cancellations or changes must be requested in writing or by email to [programs-admin@growthcoaching.com.au](mailto:programs-admin@growthcoaching.com.au)

## Transfers

- ❖ If you are unable to attend the course you may transfer:
  - to another course, however, only one transfer is allowed. Rescheduling must take place within 12 months of initial course.
  - your registration to another person.
- ❖ Transfers greater than 4 weeks prior to the course attract no fees.
- ❖ A transfer fee of \$100 plus GST is applicable if you transfer to another course or nominate another attendee less than 4 weeks prior to the start of the course.

## Cancellations

- ❖ Cancellations greater than 4 weeks prior to the course attract no fees and the full course fee will be refunded.
- ❖ Cancellations less than 4 weeks prior to the workshop will attract a cancellation fee of 50% of the course fee plus GST.
- ❖ There is no refund or credit for “no-shows” the day of the workshop.

In the event that the Course is cancelled, registrants will be reimbursed their registration fee.