

Uncommon Leaders: Terms and Conditions for booking onto Leadership in Action programmes

Cancellation:

2 weeks or less notice	100% of fees
Between 2 weeks and 6 weeks	75% of fees
More than 6 weeks notice	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%, if another programme is scheduled. 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, Uncommon Leaders is advised in advance and preparation work is completed.

Fee Payment:

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

uncommonleaders

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