

## **Warwickshire County Council**

### **Violence Against Women and Girls**

#### **Cancellation Policy for Full Day Training Events**

- *All Individuals, who are booked to attend a course, who have had their place confirmed and who are then unable to attend, must cancel their booking as soon as they become aware of this. Cancellations given less than 10 working days in advance of the date the programme was to run will incur a non-attendance charge of £50. This charge will be levied irrespective of whether the place can be reallocated. An exemption from this penalty will be permitted if the person allocated the place ensures a colleague attends the course in their place.*
- *A charge of £75 will apply if any participant allocated a place gives no apologies and does not turn up on the day, regardless if they are the original participant or a 'stand in'.*
- *Participants that fail to complete and sign the registration form will be seen to have not attended and will be charged the full day non-attendance charge of £75*
- *All money generated through cancellation charges will be put back into future training events.*

**For further information, please contact us on [vawg@warwickshire.gov.uk](mailto:vawg@warwickshire.gov.uk).**