Cancellations & Terms

*Please note our cancellation policy:*

* More than one calendar month prior to the event; we will refund your fee.
* Between 1 calendar month and 2 weeks prior to the event; we will offer a 50% refund.
* 14 days or less before the event; no refund will be offered.

We are happy to transfer places to other delegates, with prior agreement, provided that payment has been received, and no later than 3 days before the workshop. Cancellations must have been received in writing/email and acknowledged by our Institute administrator to qualify for any refunds that may be eligible.

Please note that in the unlikely event that we have to cancel a workshop we will refund any fees already received, but will not be liable for any other costs that may have been incurred.

Occasionally we may need to change the venue of our workshop; where this is the case we will provide as much notice as possible, and will endeavour to remain at a venue local to Reading.

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