

## **Wildlife Course Cancellation Policy**

- 1.) If a registrant is unable to attend the course for any reason they may substitute, by arrangement with the registrar, another person who is interested in attending.
- 2.) Where a registrant is unable to attend, and is not in a position to transfer his/her place to another person, then the following refund policy will apply:
  - a. Registrations cancelled in writing with more than 30 days notice before the course will be issued with a voucher to the full value paid, which can be redeemed on any of our subsequent courses, conferences or events.
  - b. Registrations cancelled in writing between 7 and 30 days notice before the course date will be issued with a voucher to the value of 50% of the registration fee paid, which can be redeemed on any of our subsequent courses, conferences or events.
  - c. Registrations cancelled in writing with less than 7 days notice before the course will be issued with a voucher to the value of 25% of the registration fee paid, which can be redeemed on any of our subsequent courses, conferences or events.
  - d. If a registrant has to leave the course at any point once it has begun, they will not be eligible for a refund or a voucher.
- 3.) In the unlikely event that the course is cancelled for any reason, a full refund will be issued to the registrant.

### **Refunds**

Refunds will be made in the Following way:

- 1.) For payments received by Pay Pal, the same account will be credited.
- 2.) For payments received by bank draft, cheque or postal order, a cheque will be sent payable to the original payee.