



# Third Eye Workshops

## CANCELLATIONS AND REFUNDS POLICY

### WEEKEND AND DAY WORKSHOPS

- In the event that we have to cancel a workshop, all fees will be refunded.
- If a participant has to cancel a workshop, **SEVEN WORKING DAYS** notice is required in order to qualify for a refund, less a £10.00 administration fee.
- For cancellations of workshops **LESS THAN SEVEN WORKING DAYS** prior to the start date, refunds (less £10.00) can only be given if the place can be rebooked.
- Refunds cannot be given once a workshop or course has commenced.

### LONGER EVENTS (eg, 6 Day Course or Residential 5 Day/4 Night)

A transfer of deposit may be allowed with up to **SIX WEEKS** notice prior to the commencement of the course and is subject to availability of a place on the course to which the transfer is requested.

Full Payment must be made **SIX WEEKS** before the commencement of the course.

The balance payment should be sent to:

**Lizanne Christopher, Third Eye Workshops, PO Box 27, Woodstock, OX20 1NH**

### CANCELLATIONS & REFUNDS

In the event of cancellation of any booking (other than by Third Eye Workshops), we reserve the right to make the following cancellation charges:

### CANCELLATION CHARGES

- 4 to 2 weeks prior to commencement of course: **50% only to be refunded.**
- Up to 2 weeks prior to commencement of course: **25% only to be refunded.**
- For cancellations **LESS THAN TWO WEEKS** prior to the start date, no refund can be given.
- In the event that we have to cancel a course, all fees will be refunded. We reserve the right to refuse or cancel a booking and to refund any deposit or other payment made. We reserve the right to change the programme or tutors without explanation.