

Cancellation Policy

The Link Centre cancellation policy covers a variety of different courses and types of courses.

Should the Link Centre need to cancel a course, they will initially look to make alternative arrangements for the course to be run at another time. If this is not practical for an applicant then a full refund will be made available.

In the event of an applicant cancelling their attendance the following criteria apply:-

- ◆ For workshops where a 10% deposit has been paid this deposit is non-refundable and therefore will not be returned should an applicant cancel. It may be possible to carry this deposit and any other fees paid to another workshop, however it should be noted that this is at the discretion of the Link Centre.
- ◆ For TA101s and any other workshops where the full fee has been paid up front should the applicant cancel, their entitlement to a refund will depend on the timescale of the cancellation. If cancelling prior to a week before the applicant will be entitled to a refund of 50% of the course fee. After this point they will not be entitled to any refund. Again, it may be possible to carry this deposit and any other fees paid to another workshop, however it should be noted that this is at the discretion of the Link Centre.
- For the Certificate in TA Theory and the Counselling and Psychotherapy training trainees are asked to sign a contract committing them to the years fees. Whilst their 10% deposit secures a place the trainee is then liable to the remainder of the fees on commencement of the course. No refunds are available. The Link Centre directors may be willing to discuss options concerning fee payment, however any alterations to this policy is at the sole discretion of the Link Centre directors.