

**Thank you for booking with The TUCO Academy.** Please keep this document for your reference. Should you cancel your booking, TUCO reserves the right to charge the following cancellation fees:

### Day Courses:

Cancellations **outside of 21 days** prior to the course date will be cancelled **free of charge**.

Cancellations made **8-21 days** prior to the course date will be subject to a charge of **20%** of the course cost.

Cancellations **within 7 days** of the course date will be subject to a charge of **50%** of the course cost.

### Study Tours:

Cancellations **outside of 30 days** prior to the Study Tour departure date will be subject to a charge of **50%** of the Study Tour cost\*.

Cancellations made **15-30 days** prior to the Study Tour departure date will be subject to a charge of **70%** of the Study Tour cost\*.

Cancellations **within 14 days** of the Study Tour departure date will be subject to a charge of **100%** of the Study Tour cost\*.

\*Non-refundable costs will be charged and these may exceed cancellation charges.

TUCO Study Tours and Courses are run on limited availability. To ensure that we give every delegate equal opportunities of attending the events, please do let us know as early as possible if you are aware that you cannot attend a course or study tour.

Please note that these cancellation policies are imposed by TUCO in order to cover the costs of your place on the course/tour that will still be charged in the case of cancellations (venue hire, transport, trainer hire, accommodation etc.).