

EVPA Cancellation and Reschedule Policy

Substitutions of attendee may be made at any time **10 days** prior to the start of the first module. The same person should attend both modules.

Cancellation requests must be sent to EVPA **by email**. You are responsible for ensuring that EVPA receives your written request. EVPA will reply with a written acknowledgement.

- Attendees must cancel more than **2 months** prior to the course date to receive a **full refund**.
- Cancellation requests received **1 month** prior to the course date will result in a **credit** toward attendance at a future scheduled training taking place within 12 months of the original course. If you do not attend a course within 12 months from the original course, the entire course fee will be forfeited.
- Cancellations made **less than 1 month** prior to the course date, or failure to appear for the course, will result in **forfeiture of the course fee**.

EVPA reserves the right to cancel or reschedule courses in case of insufficient participant numbers, or for other reasons beyond our control. Should this happen, you are entitled to a full refund, but EVPA is not responsible for travel arrangements/fees or any expenses incurred by you as a result of such cancellation. If EVPA cancels a course in which you are enrolled, you will be contacted at the email address you provided when registering, so please be sure to provide a valid email address.

Cancellation Policy- Scholarship

Scholarships are transferable within your organisation. If you are unable to attend, please let us know who your replacement will be as soon as possible.

In case you are neither able to attend, nor able to transfer your scholarship and inform EVPA with less than 15 working days' notice, EVPA reserves the right to charge your organisation for the cost of the training [at members rate].