

Coaching in Leadership Cancellation and Transfer Policy

The following cancellation and transfer policy applies to the Coaching in Leadership course:

All cancellations or changes must be requested in writing or by email to info@growthcoaching.com.au.

Cancellations

- Cancellations greater than 4 weeks prior to the course attract no fees and the full course fee will be refunded.
- Cancellations less than 4 weeks prior to the workshop will attract a cancellation fee of 50% of the course fee plus GST.
- There is no refund or credit for “no-shows” the day of the workshop.

In the event that the course is cancelled, registrants will be reimbursed their registration fee.

Transferring before course starts

- If you are unable to attend the course you may transfer:
 - to another course, however, only one transfer is allowed. Rescheduling must take place within 12 months of initial course.
 - your registration to another person.
- Transfers greater than 4 weeks prior to the course attract no fees.
- A transfer fee of \$100 plus GST per day is applicable if you transfer to another course or nominate another attendee less than 4 weeks prior to the start of the course.

Transferring during course

The cohort learning experience is an important aspect of this course. It is essential that intending participants are able to attend Phase 1 and Phase 3 workshops with the same cohort. Please ensure that you are able to do this prior to completing your application.

In exceptional circumstances when participants have completed Phase 1 and need to change cohort groups, it will be necessary for them to redo Phase 1 with another cohort. A transfer fee of \$400 plus GST will be applicable.