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# Refund Policy

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## Policies and Procedures

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**bbodance 2022-23**

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## Scope:

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This policy applies to bbodance courses and events including, but not exclusively:

- CPD workshops
- Masterclasses
- Scholars Weekend
- Dance Days

## Exemptions:

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This policy does not apply to the following:

- Teaching Qualifications - see Teaching Qualifications Handbook
- Scholars Scheme (excluding Scholars Weekend) is non-refundable

## Conditions:

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bbodance courses and events are non-refundable, unless a student withdraws from the course or event due to serious illness/injury or personal mitigating circumstances (e.g. bereavement). Appropriate evidence (e.g. medical note) will need to be presented and verified. Once verified, the following refund policy will apply:

Notice	Refund
More than 8 weeks' notice (> 8 weeks)	Full refund less a £25 administration charge
Less than 8 weeks' notice but more than 4 weeks' notice (8 – 4 weeks)	50% refund less a £25 administration charge
Less than 4 weeks' notice (< 4 weeks)	No refund

## Process:

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All refund requests should be made in writing (including documentary evidence) and received by bbodance HQ no later than 7 days after the course or event has taken place.