
Refund Policy

Policies and Procedures

bbodance 2021-22

Scope:

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

- CPD workshops
- Masterclasses
- Scholars Weekend
- Dance Days

Exemptions:

This policy does not apply to the following:

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

Conditions:

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:

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.