

### **ICI Cancellation Policy**

1. Participants should note that where a course is cancelled by ICI a full refund of the course fees will be given.
2. If a participant cancels less than 4 weeks prior to course commencement no refund will be available.
3. If a participant cancels and a substitute participant from that project or organisation is made the fees can be transferred to the new participant at no extra cost.
4. In cases where ICI is able to substitute a cancelled place with a new participant from a waiting list a refund of course fees will be given to the original participant.
5. In certain cases at the discretion of ICI there may be the opportunity to transfer payment to a future course in cases of cancellation by the participant or their referring body.
6. Please note that this policy only refers to course costs. Flight and other on costs are outwith the responsibility of ICI.