

# Funding Advice Bureau

## SYFAB training - booking terms and conditions

### PAYMENT TERMS:

Payments must be received by us before course start date and your place will NOT be confirmed until payment has been received.

#### Cheque payment

Cheques should be made payable to South Yorkshire's Community Foundation Ltd.

### CANCELLATION POLICY:

Please let us know as soon as possible if you cannot attend. We can then offer your place to someone else.

If you do need to cancel, please email [advice@syfab.org.uk](mailto:advice@syfab.org.uk) or call SYFAB on 0114 261 5141.

Refunds are made as follows:

Cancellations received up to **21 days** before the course start date will receive a full refund.

Cancellations received between **21 and 14 days** of the course start date will incur a 50% charge.

Cancellations received within **14 days or less** of the course start date will be charged at the full course fee. Booked places left unfilled without notice will not be refunded.

SYFAB reserves the right to cancel any course in advance of the start date. In this case a full refund will be given, without further liability on the part of SYFAB.

February 2022