

Cancellation and Transfer Policy:**Open Enrolment Programs****Cancellations:**

Cancellations received up to 10 working days prior to the program will incur a 30% cancellation fee.

Cancellations between 10 working days prior and 3 working days prior incur a 50% cancellation fee.

No refunds will apply for cancellations within 3 working days of program commencement date.

Cancellation must be in writing.

In the event of program cancellation by LV, participants will be entitled to a full refund.

Transfers:

Transfers received up to 10 working days prior to the program commencement date will incur a 10% administration fee.

Transfers between 10 and 5 working days prior to the program commencement will incur a 30% transfer fee.

Transfers requested less than 5 working days prior to the program commencement will incur a 50% transfer fee.

Transfer requests must be in writing.

Cancellation Policy: Williamson Community Leadership Program

- Cancellations received in December for the following year's program will incur a cancellation fee equivalent to 30% of the total program fees.
- There is no refund for cancellations received after 1 January in the year of the program.
- Substitutions and transfers between programs will not be accepted.
- Cancellations must be received in writing or via email

In the event of program cancellation by LV, participants will be entitled to a full refund.

This policy applies to all participants and may be varied by LV at its discretion, from time to time without prior notice.

Cancellation Policy: Folio Community Leadership Program

- Cancellations received less than four weeks prior to program commencement will incur a cancellation fee equivalent to 30% of the total program fees.
- There is no refund for cancellations received less than two weeks prior to commencement of the program.
- Substitutions and transfers between programs will not be accepted.
- Cancellations must be received in writing or via email

In the event of program cancellation by LV, participants will be entitled to a full refund.

This policy applies to all participants and may be varied by LV at its discretion, from time to time without prior notice.

Customised Programs, Consultancy & Coaching

Cancellation with more than two weeks notice will incur a cancellation fee equivalent to 50% of the total program or contracted fee.

Cancellation with less than two weeks notice will incur a cancellation fee equivalent to 100% of the total program or contracted fee.

This policy may be varied by LV at its discretion, from time to time without prior notice.

Events

Cancellation with more than one weeks notice will incur a cancellation fee equivalent to 50% of the total program or contracted fee.

Cancellation with less than one weeks notice will incur a cancellation fee equivalent to 100% of the total program or contracted fee.

This policy may be varied by LV at its discretion, from time to time without prior notice.

In the event of cancellation by LV, participants will be entitled to a full refund.