



CANCELLATION OR FAILURE TO ATTEND

Payment is required in full at the time of booking the Preparation Day and/or Examination.

If a cancellation is received in writing more than 14 days before the day of the event, no cancellation fee is charged and a full refund is given.

If the booking is cancelled less than 14 days in advance, you will be refunded 50% of the Preparation/Examination booking fee. Alternatively the booking fee may be used to re-book a place on the next available Preparation Day and/or Examination.

100% of the fee will be charged if the cancellation is not received before 9am the day before the day of the event, or is a "no show".

Any changes to bookings must be made in writing to info@ide.org.uk