

## **Street Level Photoworks**

### **Cancellation policy**

#### **Notice of Cancellation:**

**Please inform us as soon as possible if you are unable to attend a course or workshop. There is a cancellation fee of 10% on all bookings. It is not possible to refund any cancellation made less than 5 days prior to course start date.**

**Unfortunately, from time to time we may have to cancel courses or workshops. In such cases we will endeavour to contact you a minimum of five days before your class is due to begin and place you on another course, or offer you a full refund.**

#### **Non-attendance on certain dates:**

**Please inform us of any dates that you will be unable to attend. This will help the tutor to try and accommodate what you have missed in any subsequent sessions. Please be aware that if you do miss sessions, these cannot be transferred to another course.**

#### **Non-transferable:**

**Bookings for workshops and courses are non-transferable. You must attend the given course or workshop on the correct dates and at the stated times.**

#### **Punctuality:**

**It is very important that all course participants arrive in plenty of time. If you find yourself running late on the day of the course please let us know.**

**T: 0141 552 2151**