

## Cancellation Policy

We understand that participants occasionally have compelling changes in plans or schedules that will result in their not being able to attend the program as planned. If this situation arises, our first preference is that you defer your place to the next intake of the UpSchool program.

The UpSchool cancellation policy applies to all cancellations of participation received 45 days or less prior to the commencement of the program.

Please note that the following cancellation fees shall apply:

- Cancellation up to 45+ days before the Commencement Date: 100% fee refund
- Cancellation 15-44 days before the Commencement Date: 50% fee refund
- Cancellation less than 15 days to the Commencement Date: No fee refund

It is important that you inform us in a timely manner if it is necessary for you to cancel your participation.

All cancellations of participation must be received in writing via email to [upschool@wadeinstitute.org.au](mailto:upschool@wadeinstitute.org.au) and are only valid upon the Wade Institute confirming receipt of your request.

### **Have a question?**

If you have any further questions regarding our cancellation policy, please feel welcome to contact us at [upschool@wadeinstitute.org.au](mailto:upschool@wadeinstitute.org.au) for more information.