



Training Payments and Cancellation Policy
HIV Ireland
(Reviewed and) Effective January 2015

Training Payments Policy

All agreed training fees should be paid at least one week in advance of the scheduled training, where possible and reasonably practicable, or on receipt of an invoice.

Training Cancellation Policy

- Training cancelled less than 7 working days in advance of the training will be subject to a cancellation fee of 50% of the course fee.
- Training cancelled less than 5 day working days in advance of the training will be subject to a cancellation fee of 100% of the course fee.
- Those who fail to attend and/or fail to cancel training as scheduled will be subject to a cancellation fee of 100% of the course fee.

In the event of cancellation by HIV Ireland for centre-based or client-site training, all payments made for the cancelled training, if not re-scheduled, will be refunded in full.

Cancellation fees can be waived in what both parties agree to be exceptional circumstances.