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Shepway Teaching Schools Cancellation Policy

Cancellations should be advised in writing and the following scale will be applied:

Cancellations made 6-10 days before the scheduled event will be charged at 50% the full price

Cancellations made less than 6 days before the scheduled event will be charged at full price

Cancellations made by Shepway Teaching Schools Alliance

Any scheduled event cancelled by Shepway Teaching Schools Alliance the whole charge will be waived.

Any cancellation made due to Ofsted / HMI the whole cost will be waived.

Please note that full details of Shepway Teaching Schools Alliance Courses, Conferences and Services can be found on our website www.shepwayts.co.uk

Please quote your invoice number on all payments and correspondence