

<b>PROGRAMME CANCELLATION AND POSTPONEMENT DETAILS</b>
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**Point 1: Single Programmes**

**Point 1.1: Single short course programme contract cancellations**

e.g. 1 x 3 day programme

Over 30 working days	no charge
21 to 30 working days	25% of the programme fee
16 to 20 working days	50% of the programme fee
1 to 15 working days	100% of the programme fee

**Point 1.2: Single short course programme contract postponement**

Over 30 working days	no charge
21 to 30 working days	12.5% of the programme fee
16 to 20 working days	25% of the programme fee
1 to 15 working days	50% of the programme fee

**Point 1.3: Single longer term programme contract cancellations**

e.g. 6 month programme;

Over 30 working days	£500.00 (administration fee)
21 - 30 working days	50% of the total fee
16 - 20 working days	75% of the total fee
1 - 15 working days	100% of the total fee

**Point 1.4: Postponements of longer term programme contracts**

Where an entire longer term programme contract is postponed then the postponement fee will be charged in addition to the contract fee:

Over 30 working days	£250.00 (administration fee)
16 - 30 working days	25% of the total fee
11 - 15 working days	37.5% of the total fee
1 - 10 working days	50% of the total fee

If part of a longer term programme is postponed these fees will be multiplied by the following fraction:

$$\frac{\text{No of contracted dates postponed}}{\text{No of contracted dates in total}}$$

**Point 2: Multiple programme contract cancellations**

(where a contract has been developed with a series of programmes within the contract over a period of months or years)

**Point 2.1: For postponement of a programme within a contract:**

Over 30 working days	no charge
20 to 30 working days	25% of the programme fee
11 to 19 working days	37.5% of the programme fee
1 to 10 working days	50% of the programme fee

**Point 2.2: For cancellation of a particular programme within a contract:**

1 to 10 working days	100% of the programme fee
11 to 20 working days	75%
21 to 30 working days	50%
At any time between 31 and 200 working days	25%
In the second year period	15%
In the third year period	8%

**Point 2.3: For cancellation of a complete contract:**

1 to 10 working days	100% of the programme fee
11 to 20 working days	75%
The fees for all work within a year from the date of cancellation	50%
The fees for all work in the second year from the date of cancellation	15%
The fees for all work in the third year from the date of cancellation	8%
In subsequent years	0%

**Directors Group  
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