



Freedom from debt
Hope for the future

CMA Training Online Booking Cancellation/Refund Policy

- If a delegate is unable to attend a booked course for personal reasons and wishes to re-book, the booking will be transferred to an alternative date by mutual agreement.
- If a delegate wishes to cancel a booked course for personal reasons, any hard copy training materials need to be returned to CMA Head Office and on receipt, CMA will make a refund of any training fees paid. *(NB: return postage costs are the responsibility of the delegate and will not be refunded).*
- If CMA is required to cancel a training day, a re-arranged date will be agreed and booked delegates invited to attend. Should the delegate be unable to attend the revised date, alternative dates will be offered. Should the delegate be unable to attend any of the revised dates and wishes to cancel, any hard copy training materials need to be returned to CMA Head Office and on receipt, CMA will make a full refund of any training fees paid *including any postage costs incurred for the return of the materials.*

Any questions regarding this policy should be addressed to:

training@communitymoneyadvice.com