



[www.dorkingnurseryschool.co.uk](http://www.dorkingnurseryschool.co.uk)

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**Cancellation Policy**  
**for Early Years Practitioner Training Courses & Visitor Mornings**  
**at Dorking Nursery School**

All bookings are made via an on-line booking form. On receipt of your booking form, a confirmation email will be sent confirming your place, followed by further instructions for payment via BACS. Your place is secured once we receive notice of payment.

Cancellation notice period charges:

- Over 4 weeks – full refund
- Between 10 working days and 4 weeks – 50% refund
- Less than 10 working days – no refund

We reserve the right to cancel a conference, in which case full refund will be made.