

INTEGRATE ACADEMY

Course Cancellation & Rescheduling Policy

1. Deposits

- Deposit: 25–40% of the total course fee (dependent on payment plan).
- Deposits are non-refundable.
- Deposits secure the student's place and cover administration and manuals/resources.

2. Course Transfers / Rescheduling

- More than 6 weeks before the course start date: transfers allowed with a £150 admin fee.
- Between 2–6 weeks before the course start date: transfers allowed only if the place can be refilled. The transfer fee will be 20% of course cost (capped at £250).
- Please note if you have booked a course bundle you will be required to pay the transfer fee for **each** individual course if you are requesting to move both your mat and reformer.
- Less than 14 days before the course start date: transfers not permitted except in exceptional circumstances at the discretion of Integrate Academy.

3. Number of Transfers Allowed

- Students may transfer their course booking once only.

4. Referral / Reassessment Fees

- Theory referral: £25 per unit.
- Mat practical referrals: £200 (due to assessor, admin & venue hire costs).
- Reformer practical referrals: £200 (due to assessor, admin, equipment & venue hire costs).

5. Completion Time Limits

- CPD courses should be completed within 6 months of starting the in-person dates.
- Full qualifications should be completed within 12 months of starting the in-person dates.
- Extensions may be granted subject to an extension fee of approximately £100–£250 course dependent.

6. Missed Training Days

- Missed training days are non-refundable.
- Students must make up missed training days 1-1.
- 1-1 Sessions will be £50 per hour. To cancel a 1-1 session Integrate Academy require 48 hours notice of cancellation, or the full fee is charged.

Deferral Process and Fee

- Integrate Academy request if you need to defer your attendance to a later course you notify us in writing at least 30 days prior to the start date of your course. All deferrals are subject to a deferral fee and space on the next available dates.
- Integrate Academy fees cover the administrative costs associated with the transfer process, re advertising your space, and honor financial and contractual obligations to our tutors and venue suppliers.
- Integrate Academy request if you need to defer your assessment to a later date we request 30 day's notice and you notify us in writing. If it is less than 30 days Integrate Academy charge a deferral fee of £100.