

# **Cancellation Policy for Unique Training Institute**

Unique Training Institute is committed to providing high-quality training and support services to our clients. However, we understand that sometimes situations arise that may require participants to cancel or reschedule their booking. In such cases, we have established this cancellation policy to ensure that our participants receive fair and reasonable treatment.

## **1. Classroom Training Cancellation Policy**

Participants have the right to cancel or reschedule their booking for classroom training within 5 days before the beginning of their course start date. If cancellation is made within the allowed time frame, participants will have the opportunity to reschedule to a later date. If cancellation is made after the 5-day period, participants will forfeit their training and fees.

In the event that a participant cannot attend a course and wishes to reschedule, they must notify Unique Training Institute at least 5 days before the course start date. If the participant reschedules within the allowed time frame, they will not be charged any additional fees. If the participant fails to reschedule within the allowed time frame, they will forfeit their course fees.

## **2. Online Training Cancellation Policy**

Participants have the right to cancel their booking for online courses within 7 days before login information is issued. If cancellation is made within the allowed time frame, participants will receive a full refund of their course fees. If cancellation does not meet this standard, participants are not eligible for a refund for their online class.

In the event that a participant cannot attend an online course and wishes to reschedule, they must notify Unique Training Institute at least 7 days before login information is issued. If the participant reschedules within the allowed time frame, they will not be charged any additional fees. If the participant fails to reschedule within the allowed time frame, they will forfeit their course fees.

## **3. Program Cancellation by Unique Training Institute**

Unique Training Institute reserves all rights to cancel any programs with or without warning. In the event of program cancellation by Unique Training Institute, participants will receive a full refund of their course fees. We will make every effort to notify participants of program cancellations as soon as possible.

## **4. Changes to the Cancellation Policy**

Unique Training Institute reserves the right to modify this cancellation policy at any time without prior notice. Any changes to this policy will be posted on our website and will be effective immediately upon posting.

Conclusion

We hope that you find this cancellation policy fair and reasonable. We understand that unexpected situations may arise, and we want to make sure that our participants are treated with respect and understanding. If you have any questions or concerns about this policy, please do not hesitate to contact us. Thank you for choosing Unique Training Institute.

