

# CANCELLATION POLICY SUMMER 2025

## Weeklong Courses

- Cancellations received more than 3 days before the start of the course will be charged 500 CZK administration fee.
- Cancellations less than 3 days before the start of the course will be charged 50 % of the fee; 500 CZK administration fee applies.
- Cancellation after the start of the course will be charged 100 % of the fee.
- Cancellations due to the medical reasons must be submitted by Tuesday 8 a.m. only and will be charged 500 CZK admin fee plus the fee for the classes taught.
- Cancellation due to the medical reasons must be supported by a doctor's note.
- Transfers within the Summer term will be free of charge if the request is submitted by Thursday midnight and there is space available on another course at the same level. Transfers requested after Thursday midnight may not be possible and will be subject to review by Teaching Centre Operations manager.
- Credits from the Summer must be used by the end of the Academic year 2025/2026, by 14 September 2026.
- If British Council is unable to run face-to-face courses a virtual alternative will be provided with the same hours as the face-to-face course.
- Should there be an insufficient number of students by the start of a course, British Council reserves the right to cancel the course. On cancellation of the course by British Council, the full course fee will be refunded.