## **Summer Camp 2024 Cancellation Policy**

Once you have registered for a course you may only cancel under the following circumstances:

- For cancellations made up until 5 June 2024 you will receive a refund of the course fee reduced by an administrative fee of CZK 500.
- For cancellations made after 5 June 2024 but more than 7 days before the start of the course, a refund worth 50% of the fee will be received.
- For cancellations made less than 7 calendar days before the start of the course 100% of the course fee will be charged.
- It is possible to transfer the given week course (instead of cancelling the course) providing there are still spaces available. If you transfer the course to a different child, the other child must take a placement test. This transfer must be requested by 12 noon on the Thursday before the course starts at the latest. An administration fee of CZK 500 will be charged for requests received after 5 June 2024.
- For cancellations due to medical reasons requested less than 7 days before the start of the course (of any given week) an administration fee of CZK 1,000 will be charged.
- For cancellations due to medical reasons after the beginning of the course (of any given week) any day attended will be charged for and 50% of the fee for the unattended days will be refunded.
- Cancellation due to medical reasons must be supported by a doctor's note.
- If your child becomes ill during the day or is sent home by the British Council for showing symptoms of a contagious or serious illness, no refund is possible for that day but 50% of the fee for unattended lessons can be refunded (as per medical reasons).
- If your child is sent home by the British Council for unacceptable behaviour, e.g., continuously refusing to follow a teacher's instructions and/or putting other students at risk, no refund will be given.

The refund or credit will be provided only upon receiving the original British Council receipt attached to your written request.