

## **Cancellations**

All cancellations *must be made in writing* by sending an email to [admin@beeleaf.com](mailto:admin@beeleaf.com) or by writing to:

The Administrator  
BeeLeaf Institute for Contemporary Psychotherapy  
34 Grove Road  
London  
E3 5AX

OR Download Cancellation Form [HERE](#).

If you cancel your place within 14 days of your enrolment being confirmed by us you will receive a full refund. Fees are not transferable.

We count the date of enrolment as being from the date we send an email to you with confirmation of booking / enrolment.

If you cancel your place more than 14 days after your enrolment being confirmed by us and before the course start date, you will receive a refund minus your deposit of £400.

If you cancel your place more than 14 days after your enrolment being confirmed by us and after the course start date no refund will be given.

Award of Certificate or Diploma upon successful completion of ongoing and final assessments on the course and minimum of 90% course attendance.

### Cancellation by Us

We reserve the right to make changes or cancel this course where due to circumstances outside of our reasonable control (including, but not limited to, insufficient number of students enrolled for the course) it would not be possible to deliver the course to a satisfactory standard. We shall have no liability for direct or indirect losses or costs which you may incur due to such cancellation. In these circumstances we will endeavour to provide as much notice as possible of such changes and you will be offered a full refund, or you may choose to accept an alternative course that we may offer.

BeeLeaf reserve the right to remove a delegate from the course at any time if it is evident that the course is unsuitable for that delegate. Under these circumstances a full refund of the course fee will be given.

## **Policies and Procedures**

[Application & Enrolment Policy](#)

[Group Agreements and Boundaries in Training](#)

[Conduct and Disciplinary Procedure](#)

[Privacy Statement](#)