

*****Northumberland FA Coach Education Cancellation/Refund Policy*****

Information: Course Fees must be paid up front. If you are having your course paid for by a Charter Standard Club, a signed letter on headed notepaper confirming payment must be submitted with your application. These will only be accepted from Charter Standard clubs already registered for invoicing.

PLEASE MAKE CHEQUES PAYABLE TO NORTHUMBERLAND FA.

If you wish to cancel your attendance on your chosen course, you should inform the Northumberland FA immediately. All of our courses are in high demand, and by not advising us you are subsequently preventing another candidate attending.

If you cancel 2 weeks prior to the course commencement, a full refund will be issued. However, if you cancel after the 2 week deadline, no refund will be given. Consideration will be given to candidates who, for health reasons are unable to attend and require a transfer to an alternative course. A letter from a Doctor or Medical Professional must be supplied.

If you wish to transfer to another course once your application has been submitted, there will be an administration fee of £10.00.

Candidates paying with a debit/credit card will be liable to a handling fee, when a refund or transfer is requested.

By submitting an application you agree to all of the terms above.