



Early Bird Bookings and Course Cancellation Policy

Early Bird Bookings

We now offer discounted places on selected courses, booked within 1 month of the course programme being advertised online:

- 5% reduction to Non-Members
- 5% to Members in addition to their 10% Membership discount

Course Cancellations

We only offer refunds on courses that are fully booked, in which case we will refund the course fee less 10% admin costs. So that we can attempt to fill your place, please get in touch as soon as possible.

If you cannot attend the course, we are happy for you to resell your booking and will swap participants' names at no charge, so that we can send pre course information.

We can also transfer your booking to another course within 6 months of the date of the original course, for a 10% admin fee (and would refund the difference in cost or charge any additional cost). The request would need to allow LPW with sufficient time to re-advertise the place. This offer will expire if the transfer is not claimed within the 6 month period.

If courses are cancelled due to a lack of take up, LPW will give participants and tutors 7 days' notice. LPW also reserves the right to cancel or reschedule courses due to unforeseen circumstances, in which case it may not be possible to give participants this notice.

If a course has to be cancelled, or if the rescheduled date(s) is not suitable, then full refunds will be provided.

Refund Request / Transfer a Booking

To cancel or transfer your booking, please contact:

courses@leicesterprintworkshop.com

Please note that your booking is still live until we have confirmed your cancellation. Refunds will be made via the original payment method.

Leicester Print Workshop, 50 St. George Street, Leicester, LE1 1QG.

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