

## **Cancellation Policy**

Full programme fee would be chargeable for cancellation up to 10 days of the scheduled starting date of the programme. 50% programme fee will be chargeable for cancellation within 11-20 days from the scheduled starting date of the programme. We discourage cancellations. However cancellations will be accepted without any cancellation charges in case the cancellation is requested 20 days or more before the scheduled starting date of the programme. For all programmes for which the participation is by invitation, the candidates are selected through a rigorous process engaging both the sponsoring Company and Group Human Resources. It is only when the participant is confirmed by the sponsoring Company, that the invitation is sent. Hence no cancellation or replacement would be entertained for these programmes. Full programme fee would be charged to the sponsoring Company even in case the invited participant is unable to attend the programme