



Activity Class/Club Cancellation and Refund Policy

1. Cancellation by the Student/Member:

General Information:

- Email cancellation requests to lccs@gmx.co.uk.
- Cancellation is confirmed upon receipt of a confirmation email.
- Administrative fees are non-refundable.

Activity Classes:

- Requires 2 weeks' written notice.
- Any refund will be calculated after deduction of costs already incurred by the School.
- No refunds will be available for withdrawals after the Easter holiday.

2. Cancellation by Leeds Chinese Community School:

- We strive to avoid cancellations, but they may occur due to bookings, staff availability, or financial reasons. We provide as much notice as possible.
- **Whole Class Cancellation:** Refunds based on costs already incurred.
- **Single Session Cancellation:** A free replacement session will be offered where reasonably possible.