



## **Activity Class/Club Cancellation and Refund Policy**

### **1. Cancellation by the Student/Member:**

#### **General Information:**

- Email cancellation requests to [lccs@gmx.co.uk](mailto: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.
- Refunds are based on costs already incurred.
- No cancellations accepted after 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:** One free future session offered.