

T&C's

<https://altior.co.uk/terms-conditions>

Cancellations and Amendments

8. In the case of non-attendance by a delegate on any day/live online session of a course/assessment, the fee for that day will be forfeited and not be refunded. The fee for any day/session re-booked will be calculated on a stand-alone (non-package) basis and must be paid before the new date/s can be booked. In the case of non-attendance due to medical or compassionate grounds which have been substantiated by relevant written evidence, transfers will be granted, subject to availability, free of charge.

Course Attendance and Certification

6. Live Online attendance will be monitored via chat panel interaction and the WebEx engagement monitoring facility. If you appear not to be engaging with the session, we reserve the right to ask you to repeat the session if the course has a compulsory hours requirement and charge you for that repeat session.

Additional Terms and Conditions

2. The following transfer fees will apply to Kaplan Altior's **Live Online** programme
Transfer requests received more than 28 days prior to the first session – no transfer fee will be payable
Transfer requests received fewer than 28 days of the session commencing will be subject to a fee of £25 + vat (per session).
3. Provided any part of a module has not yet been started, delegates are able to transfer from the Live Online to a face to face classroom format and vice versa (subject to above terms). However, if delegates have already undertaken any part of a module, although a transfer to a different date may be possible, the format of the delivery cannot be changed.