

## Media training for senior executives (3 September 2025)

### Cancellation policy

**If you wish to cancel your place, the following charges will apply:**

- More than 28 days before the course start date – no charge (full refund).
- 15 - 28 days before the course start date – 25% of the delegate fee.
- 0 – 14 days before the course start date – 100% charge.

### **Substitutions:**

Name changes for attendees will be accepted free of charge up until 17:00 on Thursday, 28 August 2025. We regret that name changes may not be accepted after this time.

All cancellations/substitutions must be made in writing by emailing the BSA events team at [events@bsa.org.uk](mailto:events@bsa.org.uk)