

# Cancellation Policy

Projects may be cancelled by either party without penalty up to 60 days in advance of the commencement date.

After that date, if your company or a school cancels you agree to pay:

More than or equal to 30 days - No fee

Less than or equal to 29 days - 50% of fee

Less than or equal to 10 working days (Monday to Friday) - 75% of fee

If the named Articulacy UK Ltd associate is unable to provide the services described or must cancel within 30 days of commencement, Articulacy UK Ltd will provide an associate of equal calibre agreeable to you for the existing fees agreed upon, will rearrange the date, or will return all advance payments made and we will nullify the agreement.

This policy was last reviewed by Articulacy on 12<sup>th</sup> February 2020

Signed on behalf of Articulacy



Print name here

Leanne Fennell

Date

12<sup>th</sup> February 2020