**Terms and Conditions for Leadership Training Event**

Thank you for your interest in our Leadership Training course. Please read the following terms and conditions carefully before registering for the event. By booking your place, you agree to adhere to these terms.

1. **Cancellation and Refund Policy**
   * Cancellations can be made up to **7 days before the first session**. Delegates who cancel within this timeframe will receive a **full refund**.
   * Cancellations made less than 7 days before the first session will not be eligible for a refund.
   * If the course organiser has to cancel the course before the first scheduled session, delegates will be refunded in full.
2. **Attendance Requirement**
   * Full attendance at **all scheduled sessions** is required to receive the **Certificate of Completion**.
   * Failure to attend any session may result in forfeiture of the certificate unless exceptional circumstances are communicated and agreed upon with the course organiser.
3. **Course Handbook and Participation Guidance**
   * All relevant course information, participation guidelines, and additional details will be provided in the **Course Handbook** distributed during the first session.
   * Delegates are expected to review the handbook and adhere to the guidance outlined to ensure a smooth and effective learning experience.
4. **Minimum Delegate Requirement**
   * This course requires a minimum of **10 registered delegates** to proceed.
   * If the minimum number of participants is not met, we reserve the right to cancel the course. In such cases, all registered delegates will receive a **full refund**.
5. **General Terms**
   * By registering, you confirm your understanding of and agreement to these terms.
   * We reserve the right to make reasonable adjustments to the course schedule, content, or delivery method if necessary. Registered delegates will be informed of any changes promptly.

If you have any questions about these terms and conditions, please contact us directly on [info@saphna.co](mailto:info@saphna.co) before booking.

We look forward to welcoming you to our Leadership Training course!