



Occupli Training – Cancellation & Refund Policy (Effective April 2025)

At Occupli, we know that plans can change. To maintain the quality and availability of our training services, we've outlined the following cancellation policy:

Standard Course Bookings:

- More than 10 business days' notice:**
You may cancel or reschedule your booking. A 10% administrative fee will apply.
- 8–10 business days' notice:**
50% of the course fee will be charged. Alternatively, you may reschedule once, subject to a 20% rebooking fee.
- 5–7 business days' notice:**
75% of the course fee will be charged. You may reschedule once, with a 10% rebooking fee.
- Less than 4 business days' notice or no-show:**
100% of the course fee will be charged.
If the full invoice is paid and a new course is booked and delivered without issue, a 15% discount will be applied to the new booking.

Private NEBOSH Courses:

- Less than 20 business days' notice:**
100% of the course fee will be charged.

How to Cancel:

All cancellations must be submitted in writing by email to:
info@occupli.com

Revision History

| Rev | Date | Reason for Change | Author | Approver |
|-----|------------|-------------------|------------|-------------------|
| 1 | 01/04/2025 | Initial Release | James Daly | Philip O'Sullivan |