



Cancellation Policy – 2025

The following terms apply to all bookings for our Monthly Masterclasses, Weekly Lessons, and Grade Booster Days.

Cancellation and Amendment Guidelines

Advance Notice: We kindly request that you inform us as soon as possible if you need to cancel or modify a booking. Many of our classes fill up quickly, and timely cancellations allow us to offer spots to other students.

Cancellation Window: Cancellations made at least 48 hours before the class start time are eligible for a full refund.

Late Cancellations: Cancellations made less than 48 hours before the class start time are non-refundable.

Transfers & Amendments: Requests to transfer to another class can be made at least 48 hours in advance at no additional cost. Transfer requests made within 48 hours of the class start time will require payment for the new class.

Non-Attendance: If you do not attend a class and have not informed us beforehand, you will not be eligible for a refund.

Post-Class Requests: Refunds, amendments, or transfers cannot be processed after the class has started.

How to Cancel or Modify a Booking

To cancel or amend a booking, please email info@educationacademyscotland.co.uk with the following details:

- Booker's name
- Attendee's name
- Booking reference number
- Class details (date, subject, and level)
- For transfers: the details of the new class you wish to attend

Thank you for your understanding and cooperation.

The Education Academy Scotland.