

## **Leeds City Council Domestic Violence Team Training Charging Policy**

1. From April 2010 we will be charging for multi-agency training delivered at Leeming House.
2. The cost will be £50 per participant.
3. This money will go to the LIAP Trust to be used to support Domestic Violence work in Leeds.
4. **The process:** individual applies for place on course, if there is a place available, they are sent an invoice with their confirmation and a deadline for payment.
5. If payment is not received by the deadline the place will be cancelled unless we receive information that payment is underway.
6. **Cancellation and refunds:**
  - If the place is cancelled more than 4 weeks before the course date a full refund will be made.
  - If the place is cancelled 2-4 weeks before the course date half of the cost will be refunded.
  - If the place is cancelled less than 2 weeks before the course date there will be no refund.
7. If an individual is unable to attend at short notice, the organisation has the option to send someone else but no refund will be given for non-attendance.

Linda Stevenson Jan 2010