

Workshop Refund Policy Template

The cancellation, transfer, and refund terms for workshops and special events — clarity and fairness for participants, protection for the provider.

YOGAPROS

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Compliance & Safety



◆ CONTENTS

What's *inside*.

-
- 01 Introduction
 - 02 Workshop bookings
 - 03 Participant cancellations
 - 04 No-shows
 - 05 Illness and exceptional circumstances
 - 06 Changes or cancellation by the provider
 - 07 How to cancel
 - 08 Policy acceptance & updates
 - 09 Important
-

◆ INTRODUCTION

This template provides a practical starting point for planning, recording, and reviewing your professional practice. Adapt it to suit your role, teaching environment, students, and any relevant legal, safeguarding, or insurance requirements.

◆ HOW TO USE THIS TEMPLATE

- 01 Replace every **[bracketed]** value with your own timeframes and figures.
- 02 Add your own contact details under **How to cancel**.
- 03 Publish it wherever students book — your website, booking page, or confirmation email.
- 04 Review it periodically as your workshops and scheduling change.

◆ INTRODUCTION

This policy outlines the cancellation, transfer, and refund terms for workshops and special events offered through our yoga business. It is designed to provide clarity and fairness for all participants while supporting the planning, venue, and administrative commitments required to run workshops.

By booking a workshop or event, you agree to the terms outlined below.

◆ WORKSHOP BOOKINGS

Confirming a *place*.

Your place in the workshop is confirmed once payment has been received.

Due to limited spaces and advance planning requirements, workshop bookings may be subject to different refund terms than regular weekly classes.

◆ PARTICIPANT CANCELLATIONS

If a participant *cancels*.

More than **[14]** days before the workshop — *full refund or transfer*

Bookings cancelled more than **[14]** days before the workshop may receive:

- a full refund, or
- transfer to another workshop where available

Excluding any non-refundable booking or processing fees where applicable.

Between [7-14] days before the workshop — *partial refund*

- A partial refund of up to [50] % may be offered.
- Alternatively, transfer to another workshop may be offered at our discretion.

Less than [7] days before the workshop — *generally non-refundable*

- Workshop fees are generally non-refundable.
- This is because late cancellations often prevent spaces from being filled, and costs have already been committed.

Where possible, participants may:

- transfer their place to another person with prior agreement, or
- request transfer to a future event at our discretion.

◆ **NO-SHOWS**

Failure to attend a workshop without prior notice will be treated as a no-show.

- **No-shows are non-refundable and non-transferable.**

◆ **ILLNESS AND EXCEPTIONAL CIRCUMSTANCES**

We understand that illness, injury, and emergencies can arise unexpectedly.

Requests relating to exceptional circumstances may be considered on a case-by-case basis.

Where appropriate, options may include:

- partial credit
- transfer to a future workshop
- alternative arrangements at our discretion

Please contact us as soon as possible if you are unable to attend.

◆ WORKSHOP CHANGES OR CANCELLATION BY THE PROVIDER

If we need to cancel, postpone, or significantly change a workshop, participants will be offered either:

- a full refund, or
- transfer to a future workshop where appropriate

We are not responsible for external costs incurred by participants, including:

- travel
- accommodation
- third-party booking fees
- loss of earnings

◆ HOW TO CANCEL

To cancel your workshop booking, please contact:

- [Insert email]
- [Insert phone number]
- [Insert booking link]

Cancellation timeframes are calculated from the time your cancellation request is received.

◆ POLICY ACCEPTANCE & UPDATES

Policy acceptance

By booking a workshop or event, you confirm that you have read and agreed to this refund policy and any associated booking terms.

Policy updates

This policy may be updated periodically to reflect operational or scheduling changes.

IMPORTANT

This checklist is provided for general awareness, professional orientation, and reference only. It is an example of points you may wish to consider and is not exhaustive, nor is it a substitute for professional legal, tax, insurance, safeguarding, or other advice specific to your individual circumstances.

YOGA PROS

*A Learning Hub resource from the Compliance
& Safety team — helping members teach with
confidence.*

Sample — Workshop Refund Policy Template

YogaPros Learning Hub — Compliance & Safety

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Guidance only. An example of points to consider — not exhaustive, and not a substitute for professional advice.

