

Teacher Training Refund Policy Template

Refund, cancellation, and withdrawal terms for a yoga teacher training programme — clarity, fairness, and transparency for all trainees.

YOGAPROS

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Compliance & Safety



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◆ 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.

◆ INTRODUCTION

This policy outlines the refund, cancellation, and withdrawal terms for participation in our yoga teacher training programme. It is designed to provide clarity, fairness, and transparency for all trainees while supporting the planning and operational commitments involved in delivering the training.

By enrolling in the training programme, you agree to the terms outlined below.

◆ DEPOSITS AND ENROLMENT

The *non-refundable* deposit.

A deposit of [insert amount] is required to secure your place on the training.

Unless otherwise stated, deposits are:

- non-refundable
- non-transferable
- applied toward the total course fee

Your place is not confirmed until the deposit has been received.

◆ REFUND SCHEDULE

Cancellation by the *trainee*.

More than [60] days before the training start date

- Any payments made beyond the deposit may be refunded in full.

Between [30-60] days before the training start date

- [50] % of the remaining balance may be refunded.
- The deposit remains non-refundable.

Less than [30] days before the training start date

- Course fees become non-refundable due to venue commitments, administration, and limited training spaces.

Providers may choose to offer:

- transfer to a future training
- credit toward another programme
- discretionary arrangements on a case-by-case basis

◆ **PAYMENT PLANS**

If a payment plan is agreed:

- instalments must be paid according to the agreed schedule
- missed payments may result in suspended access to training materials or sessions
- withdrawal from the training does not automatically cancel outstanding payment obligations unless agreed in writing

◆ **WITHDRAWAL AFTER THE TRAINING BEGINS**

If a trainee withdraws after the training has started:

- refunds are generally not available
- partial attendance does not guarantee partial certification
- future transfers or deferrals are offered at the provider's discretion

Any exceptions will be considered individually.

◆ ILLNESS, INJURY OR EXCEPTIONAL CIRCUMSTANCES

We understand that unexpected situations can arise. Requests relating to:

- illness
- injury
- family emergencies
- unforeseen circumstances

may be considered on a case-by-case basis. Where appropriate, options may include:

- transfer to a future training
- temporary deferral
- partial credit toward future study

Supporting documentation may be requested where necessary.

◆ TRAINING CANCELLATION OR CHANGES BY THE PROVIDER

If we need to cancel or significantly reschedule the training, participants will be offered:

- a full refund of payments made, or
- transfer to a future training date where available

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

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

◆ CERTIFICATION AND COMPLETION

Certificates will only be issued once:

- all course requirements are completed
- attendance requirements are met
- all outstanding balances are paid in full

◆ POLICY ACCEPTANCE & UPDATES

Policy acceptance

By submitting payment and enrolling in the training, you confirm that you have read and agreed to this refund policy and any associated training terms and conditions.

Policy updates

This policy may be reviewed and updated periodically to reflect operational or legal 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 — Teacher Training 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.

