

**Transport Manager CPC
Main Course, Case Study Revision and Examination
Terms and Conditions**



In the case of cancellations, transfers and credit notes, email notice must be sent to tmcpc@fta.co.uk unfortunately we cannot process these requests by telephone.

Main Course

1. If you cancel more than 4 weeks before the course start date, a credit note can be issued for any cancellations.
2. If you transfer more than 4 weeks before the course start date, this is free of charge.
3. If you cancel or transfer less than 4 weeks before the course start date, a cancellation/ transfer fee of £390 will apply.
4. If you cancel less than 2 weeks before the course start date, course costs are non-refundable.

Case Study Revision Course

1. If you cancel more than 4 weeks before the courses start date, a credit note can be issued for any cancellations.
2. If you transfer more than 4 weeks before the course start date, this is free of charge.
3. If you cancel or transfer less than 4 weeks before course start date, a cancellation/ transfer fee will apply of £75.
4. If you cancel less than 2 weeks before course start date, course costs are non-refundable.

Initial Examinations

1. If you cancel your Case Study or Multiple Choice examinations more than 16 days before the examination start date, a credit note can be issued for any cancellations.
2. If you transfer your Case Study or Multiple Choice examinations less than 16 days before the examination start date, a transfer fee of £25 will apply. You can only apply to transfer your examination date once.
3. All cancellations made less than 16 days before examination date are non-refundable. This is due to the fact these are chargeable events with the awarding organisation and cannot be refunded once booked.

Free Resit Examinations

1. If you cancel your Case Study and Multiple Choice examination within 16 days of the examination start date, this will count as your free resit. This is due to the fact these are chargeable events with the awarding organisation and cannot be refunded once booked.
2. All cancellations more than 16 days before examination date will result in your exam being transferred to the next available examination date. You can only apply to transfer your examination date once.