



Cancellation policy for online courses Information for participants

labelling Cancell

If you would like to cancel your booking on an online course, you must first inform Cambridge International Examinations (info@cie.org.uk) 7 days or more before the course start date. Any cancellations received within 7 days of the course start date will be charged the full course fee.

labelling Withdrawal from a course

If you would like to withdraw from a course once it has started, your centre or parent centre will still be charged the full course fee.

labelling Transferring an existing booking to a future course

Once your booking has been confirmed, you will not be able to transfer it to a future course. You can re-apply for the same course in a future session, but this will be treated as a new booking and will be charged the full course fee.

labelling Transferring an existing booking to another teacher

Centres can substitute teachers on courses, as long as the transfer takes place 7 days or more prior to the start of the course. Once the course has started, it is not possible to substitute teachers.

Transfers can be made by your Teacher Support Coordinator on the course booking site. Alternatively, you can send your transfer request to info@cie.org.uk.

Important information

Add the email address info@cie.org.uk to your save sender list to ensure that you receive all emails relating to your course.

