

## Cancellation Policy Booking confirmation

Once you have made a booking through our booking system you will get sent a confirmation and invoice via e-mail to you. The confirmation and invoice will get sent to you immediately once you have made your booking therefor it is VERY IMPORTANT that you have the correct email address, please let us know ASAP if you change your email. If you don't have an email address or if you prefer we may send you an invoice through post at a cost of 30 kr.

Contact us if you wish to have an invoice through post otherwise we will send you an invoice via email. If the fee isn't paid by due date we will add on a cost of 50 kr as a reminder fee.

Cancellation of your course/booking

Via our online booking system you may cancel your course up to 7 days after you have made your booking. After 7 days you have to contact <a href="mailto:kansli@nkk.se">kansli@nkk.se</a> if you have other wishes such as cancellation, change of group etc. and once you have got a mail of confirmation from us it is valid. Make sure you save confirmation mail as a receipt of your changes.

To not attend at a booked course or not to pay the fee is not valid as a cancellation. Course that you cancel later than the 7 days limit via email before the course starting date will be charge with a fee of 250 kr.

Drop out from the course after the first offered lesson will be charged with a 25% of the whole course fee.

Drop out from the course after the second offered lesson will be charged entire course fee.

At occasions if you are falling ill, accident etc where you can show a medical certificate, we will reimburse the equal amount of what is left of the course lessons. Before any reimbursement is made you have to hand in the entrance card. You may send it via post or put it in the mailbox outside NKK:s sport center at Badhusgatan 4, Norrköping – important to remember include the name of who the card belongs to. Course lessons is equal the amount of lessons that is offered by NKK not individually lessons where you take part.

Change of scheduled lessons

We reserve the right to combine groups in case of the number of participants are low.