

Timperley DofE Award Centre Cancellations Policy

1. Introduction

- 1.1. The Duke of Edinburgh's Award (DofE) is a prestigious programme that helps young people develop essential skills, confidence, and resilience through outdoor activities, volunteering, and skill-building.
- 1.2. The Timperley DofE Award Centre is a not for profit charity. The cancellation policy has been put in place, to ensure the Timperley DofE Award centre can cover any costs incurred.

2. Scope

This policy covers cancellations and refunds for all DofE participants.

3. General Principles

From the payment date of the registration fee to 31st January of the year of the expedition, if a participant withdraws, the registration fee will not be refunded, any other payments will be refunded. The registration fee at time of writing is £100.

From 1st February of the expedition year, no registration or expedition fees will be refunded to participants, who withdraw from the expedition.

4. How to Claim

The centre manager should be notified in the first instance if a participant is going to withdraw. Consideration will be given for any extenuating circumstances.

5. Monitoring and Review

This policy will be reviewed annually by the DofE Centre Trustees to ensure fairness and compliance.

6. Contact

For queries or clarifications, contact:
Jon Buckland – Treasurer
jon.buckland@dofetimperley.org.uk

7. Effective Date

- This policy is effective as of 30th September 2025.

The **Timperley DofE Award Centre Expenses Policy** has been approved by Trustees of the Centre.