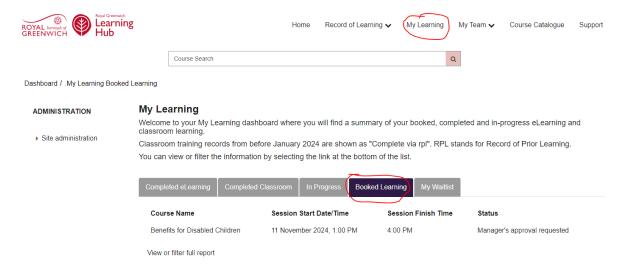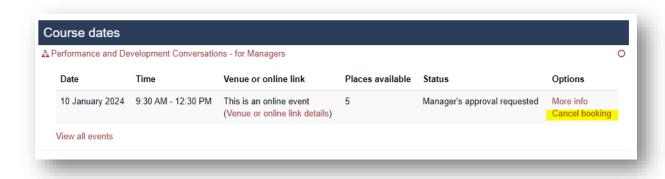## How to cancel a course booking

Go to the event that you have booked (you can find this under the My Learning link, Booked Learning

Use the Cancel Booking link.

Once in the confirmation page, you can add an optional note to your cancellation, then click Yes.