

## Cancellation Policy for Students

1. In the event of illness and not attending university please notify [enquiries@lipspeaker.co.uk](mailto:enquiries@lipspeaker.co.uk) and SMS Lesley 07736941789
2. Please ensure all cancellations are recorded on your timesheet with the date and time of notifying Lipspeaker UK.
3. All missed sessions must be recorded on your timesheet with the date and time of notifying Lipspeaker UK.