

## **Cancellation Policy**

### **Global Leadership Solutions, LLC**

**Effective Date:** January 28, 2026

Global Leadership Solutions, LLC values your time and ours. This Cancellation Policy exists to ensure clarity, fairness, and respect for all scheduled services.

#### **Scheduling Commitment**

When you schedule a session, workshop, or program, that time is reserved specifically for you or your organization.

#### **Cancellations & Rescheduling**

Cancellations or rescheduling requests must be made at least **24 hours in advance** of the scheduled service unless otherwise stated in writing.

#### **Late Cancellations & No-Shows**

Cancellations made with less than 24 hours' notice, or failure to attend a scheduled service without notice, may result in forfeiture of payment or a cancellation fee.

#### **Emergencies & Extenuating Circumstances**

We understand that unexpected situations arise. Emergencies or extenuating circumstances will be considered with care and discretion.

#### **Workshops & Group Services**

For workshops, trainings, or group programs, cancellation terms may differ and will be outlined in the service agreement or proposal provided in advance.

#### **Policy Updates**

Global Leadership Solutions, LLC reserves the right to update this Cancellation Policy at any time. Continued scheduling of services constitutes acceptance of the current policy.