

### Polisi Canslo Adran Addysg Nant Gwrtheyrn

Rydym yn deall weithiau, am wahanol resymau, na fydd modd i unigolion ddod ar y cwrs y maent wedi cofrestru ar ei gyfer. Y cynnig cyntaf bob amser fydd eich trosglwyddo i gwrs arall ar lefel sy'n addas.

Gallwn gynnig ad-daliad yn ddibynnol ar bryd y derbyniwn rybudd ysgrifenedig eich bod yn canslo. Mae'r polisi fel a ganlyn:

| Canslo                                      | Ad-daliad       |
|---|-----------------|
| Hyd at 16 wythnos cyn diwrnod cyntaf y cwrs | Ad-daliad llawn |
| 12-16 wythnos cyn dyddiad cyntaf y cwrs     | 50% o'r balans  |
| 8-12 wythnos cyn diwrnod cyntaf y cwrs      | 25% o'r balans  |
| O fewn 8 wythnos cyn diwrnod cyntaf y cwrs  | Dim ad-daliad   |

Os fyddwch chi'n dewis trosglwyddo i gwrs arall yn hytrach na chael ad-daliad, bydd y polisi canslo yn cyd-fynd â'r taliad am y cwrs gwreiddiol. Os fyddwch chi'n canslo'r cwrs yr ydych wedi trosglwyddo iddo, ni fyddwn yn gallu cynnig unrhyw ad-daliad i chi dim ond eich trosglwyddo i gwrs arall. Nid oes modd trosglwyddo cwrs fwy na dwywaith oni bai fod y cwrs yn cael ei ganslo gan Nant Gwrtheyrn.

Os fydd Nant Gwrtheyrn yn penderfynu canslo cwrs cyn eich ymweliad o ganlyniad i dywydd drwg, byddwn yn gwneud pob ymdrech i aildrefnu eich cwrs. Os na fydd modd aildrefnu, byddwn yn cynnig lle i chi ar gwrs arall. Os nad yw'r opsiynau hyn yn gyfleus, byddwn yn cadw eich taliad fel credyd ar eich cyfrif am hyd at ddwy flynedd a bydd croeso i chi gofrestru ar gwrs arall sy'n addas.

Os fydd Nant Gwrtheyrn yn gorfod canslo cwrs am unrhyw reswm arall, byddwn yn gwneud pob ymdrech i aildrefnu eich cwrs. Os na fydd modd aildrefnu, byddwn yn cynnig lle i chi ar gwrs arall. Os nad yw'r opsiynau hyn yn gyfleus, byddwn yn cynnig ad-daliad llawn i chi.

### Nant Gwrtheyrn Cancellation Policy

We understand that sometimes, for various reasons, individuals may not be able to attend a course they have registered on. The first offer will always be to transfer you to another course at a level that's suitable.

We may offer a refund depending on when we receive written notice that you are cancelling. The policy is as follows:

| Canslo  | Ad-daliad          |
|---|--------------------|
| Up to 16 weeks before the first day of the course | Full refund        |
| 12-16 weeks before the first day of the course    | 50% of the balance |
| 8-12 weeks before the first day of the course     | 25% of the balance |
| Within 8 weeks of the first day of the course     | No refund          |

If you choose to transfer to another course rather than get a refund, the cancellation policy will correspond with the payment for the original course. If you cancel the course you have transferred to, we will not be able to offer you any refund, only transfer you to another course. It is not possible to transfer to another course more than twice unless the course is cancelled by Nant Gwrtheyrn.

If Nant Gwrtheyrn decides to cancel a course before your visit as a result of bad weather, we will make every effort to reschedule your course. If it is not possible to reschedule, we will offer you a place on another course. If these options are not convenient, we will keep your payment as credit on your account for up to two years and you can enrol on another course that is suitable during that time.

If Nant Gwrtheyrn has to cancel a course for any other reason, we will make every effort to reschedule your course. If it is not possible to reschedule, we will offer you a place on another course. If these options are not convenient, we will offer you a full refund.