

### Ffioedd hyfforddiant

Sectorau cyhoeddus a phreifat	£175 (+TAW) am gwrs diwrnod
Sector gwirfoddol a chymunedol	£145 (+TAW) am gwrs diwrnod

### Polisi Archebu

- Dylid archebu lle drwy ddefnyddio'r ffurflen gais. Croesawn archebion drwy'r post, y ffacs neu'r e-bost.
- Ar ôl i ni dderbyn eich cais, byddwn yn ysgrifennu atoch neu yn eich e-bostio i gadarnhau bod lle ar gael.
- Fe'ch cynghorir i archebu'n gynnar i sicrhau lle ar gwrs. Y dyddiad cau ar gyfer cofrestru fydd tair wythnos cyn dyddiad cynnal y cwrs.
- Byddwn yn anfon cyfarwyddiadau, rhaglen ac anfoneb at gyfranogwyr cyn y cwrs.

### Polisi Canslo

- Os oes rhaid i Cwmni IaitH ganslo achlysur am unrhyw reswm, byddwch yn derbyn ad-daliad llawn.
- Dim ond yn ysgrifenedig neu drwy e-bost y gall cyfranogwyr ganslo archeb am le ar gwrs.
- Codir y ffioedd canlynol ar gyfranogwyr sy'n canslo archeb am le ar gwrs:

6 - 15 diwrnod gwaith cyn yr achlysur: Codir 50% o gost y cwrs

5 diwrnod gwaith neu lai cyn yr achlysur (neu fethu â mynychu): Codir 100% o gost y cwrs.

## Booking and Cancellation Policy: Training Days, Conferences and Events

### Training fees

Public and private sectors	£175 (+VAT) per day course
Voluntary and community sector	£145 (+VAT) per day course

### Booking Policy

- Bookings should be made using the application form. We welcome applications made via post, fax or e-mail.
- Once we have received your application form, we will contact you by post or e-mail to confirm whether or not a place is available.
- We advise you to book early in order to ensure a place on a course. The closing date for registering will be three weeks prior to the course.
- We will send directions, a programme and an invoice to participants prior to the course.

### Cancellation Policy

- If Cwmni IaitH has to cancel an event for any reason, participants will receive a full refund.
- We can only accept cancellations by post or e-mail.
- The following fees will apply in the event of participants cancelling:

6 - 15 working days prior to the event: 50% of course fee

5 working days or less prior to the event (or non-attendance): 100% of course fee.