# **Cancellation Policy - ISC**

Sometimes people need to cancel events, courses and retreats and that is understandable, and sometimes unavoidable.

At the ISC we offer a fair cancellation policy that offers flexibility wherever possible, however sometimes we are charged fees by third parties and in these instances we have to pass on these fees.

## Day Events & Non Residential Retreats at the ISC

Most Weekend retreats and day events are at a suggested donation of £25 per day & we ask for a deposit.

This deposit is non-refundable as it will go to paying costs incurred in booking speakers, transportation etc.

If you've paid the full amount then we could return the difference, or transfer the difference to a future event.

#### Courses

Suggested donations and deposits for courses are posted online and in course literature

Deposits are non-refundable.

Cancellation before the course begins: anything over the deposit amount paid will be returned

Cancellation mid-course - a proportion of the whole course fee will be required (e.g. if you do 25% of the course then you will be charged 25%)

### Retreats & Pilgrimages

We usually require full payment of all fees 6 weeks before the retreat or pilgrimage

### UK & Overseas Based Retreat Centres / Hotels

The ISC is subject to cancellation policies imposed by third parties for retreats and pilgrimages, so the following policies reflect this.

- If you cancel & we can find someone to take your place then we will return 50% of deposit paid by you, or transfer the full deposit amount to a future event
- If we cannot find a replacement then the following will apply
  - $\circ$   $\,$  Cancellation received more than 6 weeks before event  $\,$  loss of deposit  $\,$
  - Cancellation received less than 6 weeks before event you will lose your deposit and whatever we are charged by the retreat centre / hotel etc. *This could be up to 100% of what you've paid*

#### We strongly recommend that you arrange some kind of insurance to protect yourself for such an eventuality