



## Cancellation Policy Rotorua Retreat / Study Tours

*Waikato Principals' Association Cancellation Policy*

*Effective Date: 9th August 2024*

*Plans can change, and we understand that you may need to cancel your registration with us. To ensure a smooth process, we've established the following policy:*

***Cancellation notice and fees:*** *To ensure fairness and to cover the costs associated with last-minute cancellations, we have implemented a cancellation notice period. We require 35 days notice for cancellations to your registration.*

*Cancellations made with less than 30 days notice will be non-refundable.*

***No-show fee:*** *No-show's will incur a fee of 100%*

***Emergency situations:*** *If unforeseen emergencies require a cancellation, please contact us, and we'll work together to find a solution.*

***Cancellation:*** *To cancel, please contact us promptly, and we'll accommodate your request based on availability.*

***Contact information:*** *You can reach us at 0273523414 or [sjeffrey@berkeley.school.nz](mailto:sjeffrey@berkeley.school.nz) for registration changes.*

*By booking with us, you agree to our Cancellation Policy. If you have questions or concerns, don't hesitate to contact us.*