



Cancellation Policy for National Events

This policy relates to national events held by WCCM in the UK. Events held by the School of Meditation (Silent retreats and Essential Teaching Weekends) and all other events, i.e. those held by local regions or groups, will have their own policies.

Payments

1. Payment must be received, in full, prior to the event. Specific payment requirements and place allocation will be included in the event literature.
2. If booking is made less than 6 weeks before the event, full payment is due immediately.
3. You will receive a confirmation after receipt of payment confirming your registration.
4. If, in exceptional or agreed circumstances, full payment has not been received prior to the event, you will be asked to make payment on the day and access to the event may be refused, at WCCM in the UK's discretion.

Where you wish to cancel:

If the situation arises where you have booked a place on a national event and you become unable to attend, WCCM in the UK will follow the general cancellation policy of a full refund being available up to six weeks before the event. Notice of your cancellation must be received in writing (via email or post) in advance of the event. Should you consider that the circumstances leading to your need to cancel later than 6 weeks before the event are exceptional, please contact the conference administrator.

Amendments/Cancellation by WCCM in the UK:

1. Amendments:

WCCM in the UK plan events to meet the needs of its community. However, and in unforeseen circumstances, it may be necessary to alter the programme, venue and/or speakers. Consequently, WCCM in the UK reserves the right to modify the programme up to the day of the event.

2. Cancellation:

If unforeseen circumstances cause WCCM in the UK to cancel an event, all delegates will be informed as soon as possible and a full registration fee refund will be made.

3. Costs:

With regard to amendments and cancellations, WCCM in the UK accepts no responsibility for covering travel, hotel or other costs incurred by delegates and guests.

Approved by Trustees of WCCM in the UK on 26 January 2022