

## **Micah Refund Policy for Consultations**

All Micah events are priced to cover direct costs and where possible costs are reduced so as to make attendance more accessible for all members. As Micah does not make any profit from events facilitated, refunds are subject to ensuring all costs of the event are covered prior to processing refunds.

We acknowledge that unforeseeable changes may occur after delegates have registered to attend an event which requires them to cancel. Micah will do their utmost to keep everyone's losses to a minimum. However, we will not be able to refund costs incurred via third party contracts (e.g. airfares, visa costs) and so recommend that you take out travel insurance.

Micah is required to pay deposits for accommodation, meals, conference facilities and other core running costs, all of which have their own refund policy regulations which normally require 14 to 60 day notices before the event starts. Therefore if you do not give us sufficient notice we will still be obliged to pay costs for accommodation and food already held for you.

Based on these realities the following refund policy will be followed:

- 1. Written cancellation is sent to Micah (events@micahnetwork.org) requesting a refund.
- 2. Non-refundable \$50.00 for all registrations will be deducted to cover administration fees
- Cancellation notice of 60 days or more given in advance: 100% refund minus \$50.00
- 4. Cancellation notice of 14 59 days given in advance: 50% refund minus \$50.00
- 5. Cancellation notice of less than 14 days in advance: no refund will be possible except on exceptional circumstances.

Note: in all of the above points, refunds will only be processed at the end of the event with funds permitting.

Micah Global

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