



## **GSA Professional Development Service Cancellation Policy**

Cancellations must be made either by email to [events@gsa.uk.com](mailto:events@gsa.uk.com) or by calling the GSA Events Team on 0116 2541619. The cancellation will then be acknowledged in writing.

Bookings can be transferred to an alternate delegate if the person originally registered is no longer able to attend. This is done free of charge.

In the event of a delegate cancelling their attendance at a GSA Professional Development course, a refund of the fee will be given in line with the following scale:

Up to and including 4 weeks prior to the date of the event – 75% refund

Up to and including 2 weeks prior to the date of the event – 50% refund

If a cancellation is made less than 2 weeks prior to the event, GSA regrets that no refund can be given.

In the event of the course being cancelled, GSA will refund fees but cannot accept liability for the reimbursement of any travel expenses that have been incurred.

Events run in conjunction with other associations may have different cancellation policies. Where this is the case, the applicable policy will be clearly indicated on the course publicity.

GSA reserves the right to alter published programmes, speakers and venues without prior notice.

### **Insurance**

GSA regrets that it cannot accept liability for loss or damage, however caused, to the personal property of any person attending any event organised under the auspices of the Association.