

### **Booking & Cancellation Policy for Conferences**

A completed booking form along with payment in advance is necessary to secure a Conference place. Places at the conference will not be guaranteed until full payment is received. Cheques/drafts are to be made payable to **St Luke's Home Education Centre and returned to Northridge House, St Luke's Home, Castle Rd., Mahon, Cork.**

In the case of a cancellation, delegates will be asked to notify Claire Coakley, either by phone (**021 4536551**), email: [claire.coakley@stlukeshome.ie](mailto:claire.coakley@stlukeshome.ie) or in writing to **Claire Coakley, Northridge House, St Luke's Home, Castle Rd, Mahon, Cork.**

At any time up to the day before the Conference a delegate should be allowed to transfer his/her place to another person for no charge.

Should a cancellation occur more than 2 weeks before the Conference, a full refund will be given. Should a cancellation occur within 2 weeks and before 48 hours, 50% of the attendance fee should be considered non-refundable. No refund will be provided for cancellations within 48 hours of the Conference.