

**Cancelation Guidelines**

Aimhigher reserves the right to cancel or postpone any event or activity should there be insufficient bookings. Should and event or activity be cancelled or postponed Aimhigher will give a minimum of two weeks’ notice.

We ask schools, colleges and other organisations booking places at Aimhigher events or activities to give us at least two weeks’ notice of any changes to their booking or if you are no longer able to attend.

Please note if two weeks’ notice is not given, Aimhigher reserves the right to levy a £15 cancellation fee per student.  This will also apply if actual attendance is below 75 per cent of the number of places booked.

This charge is implemented to cover administration, materials, venue and resource costs.