

## **Cancelation Guidelines**

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

### For group bookings:

We ask schools, colleges and other organisations booking places at Aimhigher events or activities to give at least two weeks' notice to make changes to their booking (this includes changes to the number of places required or if the whole party 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.

### For individual bookings for intensive activities:

*Intensive activities include residential programmes and activities taking place outside of the West Midlands.*

Individuals who have been allocated a place on an intensive activity (see above) must give Aimhigher at least 4 weeks' notice if they will no longer attend. Aimhigher reserves the right to charge the school or college the full cost of the place if sufficient notice is not given or if the students fails to attend the event.