



HCA PHILANTHROPY PTY LTD

ABN: 93 091 483 635

Leadership Programs and Nonprofit Workshops *[Divisions of HCA Philanthropy Pty Ltd]*

Standard Terms & Conditions

CANCELLATIONS:

1. A full refund will be granted for cancellations received more than 60 days before the commencement date of the program or workshop.
2. Cancellations received between 60 days and more than 35 days from the commencement date of the program or workshop, will be subject to a cancellation fee of 25% of the program fee for each place.
3. Cancellations received between 35 days and more than 14 days from the commencement date of the program or workshop will be subject to a cancellation fee of 50% of the program fee for each place.
4. Cancellations received 14 days or less from the commencement date of the program or workshop will be subject to full payment for each place.

Note: All cancellations must be advised by email to hca.lp@harvard.org.au or by fax to 02 8221 9631. Cancellation fees do not apply to places filled by a substitute.

EVENTS INSURANCE:

HCA Philanthropy Pty Ltd insures the total income of the Program for any loss resulting solely and directly in consequence of any cause not excluded or beyond the control of the Insured, the Insured's sponsors or financial supporters.

Compensation as the result of any cancellation which is covered by the Events Policy will be as assessed by the Insurance Company and no further liability will be attached to HCA Philanthropy Pty Ltd.

Should an uninsurable event occur which causes the cancellation of the programs, HCA Philanthropy Pty Ltd will transfer the booking to the next program.

Should a refund be required, it will be returned in two payments, the first being in the year of the cancelled program and the second prior to the following program as assessed and negotiated by an administrator.
