

Canadian Ecumenical Justice Initiatives / Initiatives œcuméniques canadiennes pour la justice

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Le fonds du Primat pour le secours et le développement mondial

80 Hayden Street, Suite 400 Toronto Ontario Canada M4Y 3G2 tel: 416.463.5312 toll-free: 1.877.403.8933 www.kairoscanada.org

## Kairos Blanket Exercise (KBE) **Cancellation Policy**

Please note that a booking is considered confirmed once both parties have confirmed the date and time of your booking. This means a time has been reserved in our calendar and facilitators or presenters have been reserved for your workshop.

For all KBE workshops, KAIROS will attempt to accommodate requests to reschedule if they are made more than 14 days prior to the confirmed date, however a service charge of 20% of the quoted fee will be charged. Changes due to extreme weather are not subject to fees if rescheduled.

Any attempt to reschedule within the 14 days prior to your booking is considered a cancellation and the cancellation policy below shall apply:

- If you cancel your session less than 14 days before the confirmed date you will be billed for half of the quoted fee.
- If you cancel your session less than 7 days before the confirmed date you will be billed for the full quoted fee.

The provision of an Invoice/Proposal/Contract is not required for your KBE/vKBE to be considered confirmed; the email is sufficient.