**** **Cancellation Policy**

**The following policy** is applicable to all schools who have returned their Letters of Commitment to CheongShim and should be read carefully before formally applying for places at the conference. By submitting a Letter of Commitment, schools are legally bound by the details contained within this policy.

Schools will be charged only for the number of delegates indicated in your Letter of Commitment. If delegates withdraw due to unforeseen circumstances, schools must make their very best efforts to recruit replacements at their earliest convenience. If replacement delegates are unable to be found, schools will be refunded at the following rates:

* Cancellations until 31st October 2019 will receive a 50% refund;
* Cancellations until 30th November will receive a 25% refund;
* From the 1st January 2020 no refunds will be issued.​

It is essential for the planning and scheduling of the conference that we have an accurate knowledge of the number of delegates - both student and adult - that will be attending. We thus again emphasize and request that schools carefully read and take this cancellation policy into consideration before submitting their Letter of Commitment.

In the unfortunate event that schools are unable to avoid cancellations, notice must be sent immediately to CheongShim International Academy's Round Square Representative Liam Birch at **liambirch@cheongshim.com**