

Cancellation Policy - Congress

The cancellation fees below apply to both BOA members and non-members who pay a registration fee for the Congress.

Notification of cancellation given before the start date of <u>Congress</u>	Amount to be deducted from Delegate (member or non-member) who pay a registration fee
Up to and including 8th July 2018	No Charge
9th July to 23rd July	25%
24th July to 6th August	50%
7th August to 28th August	75%
29th August to and including 28th September	100%

- Members who register after the 1st of June will be refunded minus the above charges.
- Non-members will be refunded minus the above charges.

Cancellation Policy – Instructional Course

The cancellation fees below apply to both BOA members and non-members who pay a registration fee for the Congress.

Notification of cancellation given before the start date of <u>Instructional Course</u>	Amount to be deducted from Delegate (member or non-member) who pay a registration fee
Up to and including 30th October 2017	No Charge
1st November to 22nd November	50%
23rd November to 19th December	75%
20th December to 7th January 2018	100%

- Members who register after the 30th
- of October will be refunded minus the above charges.
- Non-members will be refunded minus the above charges.

CANCELLATION INSTRUCTIONS

If you wish to cancel your place at the Congress or Instructional Course you must do so, in writing, to the BOA Events team (events@boa.ac.uk), please state the reason for the cancellation and your bank account details. In extenuating circumstances the cancellation fee may be waived up to 2 weeks before the meeting, after this date refunds will only be given in the most exceptional circumstances, and will need to be approved by the BOA Executive