



## Booking Cancellation Policy

Our SIA training & social events booking cancellation policy is as follows:

- All cancellation requests should be made in **writing** either by **email or post** and should be received by SIA within the time periods below.
- If cancellation is within **31 days** of the event, you will incur **50%** of the total price of the booking
- If cancellation is within **14 days** of the event, you will incur **100%** of the total price of the booking
- If you cancel up to 31 days before the event you will not be billed for the booking.

If you have any queries about the above then please contact

Karen Mikalsen, [k.mikalsen@spinal.co.uk](mailto:k.mikalsen@spinal.co.uk) or call 01908 604191 Ext: 221.

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