

## Retreat Information for Three-Month, Part 1 and Part 2 Retreats

### Cancellation Policy

Our Cancellation Policy is intended to maximize everyone's opportunity to practice at IMS. If your circumstances change, and you need to cancel your registration, please let us know as soon as possible, regardless of whether you are confirmed in a course, or have been placed on a waitlist. This allows others to attend our retreats.

### Cancellation fees 2023

Retreat	Up to July 20	On or after July 21	Up to August 31	On or after September 1
Three-Month	\$100	\$400		
Part 1	\$100	\$250		
Part 2			\$100	\$250

The specific cancellation deadlines for your retreat are listed at the top of your confirmation letter.

### Cancelling from a waitlist

- If you are placed on a waitlist and are subsequently unable to attend, please let us know immediately – in these circumstances, you will not be charged any cancellation fee. As long as your name remains on a waitlist, however, we will assume you still wish to participate. If a space becomes available, we will automatically confirm your registration. Once you are confirmed in a retreat, you are liable for applicable cancellation fees if you then cancel.
- Our waitlists can be very fluid – there are often cancellations from those already confirmed, and spaces open up. If you assume you have no chance of getting into the retreat, please check your waitlist status with us before deciding to cancel – it is surprising how rapidly you can move from a high waitlist position to a low one.
- If spaces do not open up, and you are not offered a place in the retreat we will issue you a full refund.

### Transferring from one retreat to another

- The fees listed above will apply even if you wish to move from any part of the Three-Month Retreat to another. If you do move to another part that has a waitlist, your name will be added to the end of that waitlist.
- If you wish to transfer out of the Three-Month Retreat or one of its partials altogether, and attend a different course, we need to first cancel you from your course and then register you for the new one. Simply call or email us if this is what you wish to do, you do not need to fill out a new registration.
- One such transfer per year is allowed without a cancellation fee, provided you do so before the first cancellation date (see chart above). Both courses must take place within the same calendar year.
- If you subsequently cancel from the course to which you have transferred, you will be charged the applicable cancellation fee – even if you cancel from a waitlist. (This is the only circumstance where a waitlist cancellation fee applies.)
- If you transfer after the first cancellation date, you will be charged the applicable cancellation fee. You must also pay the full deposit due with a new registration.

**All cancellation fees support our scholarship funds**