

### IMS Retreat Center 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 wait list. This allows others to attend our programs.

#### Cancellation fees

Type of course	If you cancel 4 or more weeks before the start of the retreat	If you cancel less than 4 weeks before the start of the retreat
Regular Retreats	\$50	\$180
Weekend Retreats	\$50	\$125
Teen Retreat	\$50	\$180
You Choose Retreats	\$25	\$50
Three-Month and 6-Week Retreats	A more stringent policy is in place for these courses. Please contact us for further information, or see our website	

- The specific cancellation deadlines for your retreat are listed at the bottom of your confirmation email.
- If you are confirmed for a retreat but fail to show up, and did not let us know your change of plans, you will be charged a fee equivalent to IMS’s Base rate for the course. (At this stage, it will be too late to offer your room to someone else.)

#### Cancelling from a wait list

- If you are placed on a retreat wait list 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 course wait list, 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 wait lists 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 a retreat, please check your wait list status with us before deciding to cancel – it is surprising how rapidly you can move from a high wait list 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

- If you wish to transfer from one retreat to another, we need to first cancel you from your assigned course and then register you for the new one. Simply call or email us if this is what you wish to do.
- 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 be listed on our website.
- 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 wait list. (This is the only circumstance where a wait list cancellation fee applies.)
- If you transfer less than 4 weeks prior to the start of the retreat, 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**