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## Australasian Institute of Surface Finishing

## **Cancellation Policy**

Please note that once you have booked an event or training with us, it means that we have reserved one of our limited spaces available for you or a member of your team.

If you are unable to attend, please provide us notice of cancellation at your earliest convenience.

If you cancel your attendance at the event or training up to 48 hours before, you will be entitled to a 50% refund. Any cancellations with less than 48 hours' notice will forfeit the entire cost of the event.

If you are unable to attend, you may transfer your attendance to another person\* free of charge.

To avoid a cancellation fee, please provide cancellation notice at your earliest convenience, prior to your scheduled attendance. You can cancel, reschedule or transfer your attendance by emailing us at admin@aisf.org.au or calling our office at 02 9160 4744.

The AISF reserves the right to cancel, postpone or reschedule any event that has been advertised. All attendees will be required to rebook for the revised date or request a refund or transfer to another attendee for the rescheduled event.

<sup>\*</sup> transfer of attendance may only be made to a person of similar member/ non-member status.