



CANCELLATION AND REFUND POLICY FOR ARMS EVENTS AND PROFESSIONAL DEVELOPMENT WORKSHOPS
(excludes the ARMS Annual Conference and Advanced Level Accreditation Program)

Policy – Reference F-CR	
Last Amended	30 January 2019 (GFAC Review)
Board Endorsement	5 July 2019
Proposed Review Date	30 June 2021
Related Documents	ARMS Constitution ARMS ByLaws Chapter Financial Policy

POLICY STATEMENT

The following statement shall be included in all communications about ARMS events, excluding ARMS annual conference and the Advanced Level Accreditation Program.

*“Should your circumstances change and you are unable to attend an ARMS event, you must contact the admin_officer@researchmanagement.org.au by no later than **10 working days prior** to the commencement of the scheduled event. ARMS will refund the **full registration fee minus any administrative fees**.*

*Should you cancel **less than 10 working days** prior to the commencement of the ARMS event, **no refund will be payable** but instead you may wish to send a proxy.*

ARMS reserve the right to cancel, postpone or re-schedule courses and events due to minimum numbers not being reached or for other unforeseen circumstances. In the event of a cancellation, ARMS will aim to advise all participants in writing five (5) days prior to the scheduled event and will refund the full registration fee including administrative charges within 30 days after notification.

Please note however, individuals needing to arrange flights and accommodation for attendance to an ARMS event do so at their own risk and cost. It is highly recommended that travel insurance be taken out by the individual. We also strongly advise that you contact our office if you are needing to arrange flights and accommodation to obtain an update on numbers prior to making your booking”.

Version Control

Version	Date of Approval by ARMS Board	Date for review	Circulation	Document owner
Version 1	5 July 2019	30 June 2021	ARMS Members	ARMS Executive Office

Document is considered uncontrolled once printed.

