

## **Cancellation Policy**

### Cancellation of an event by the University

**The University of Birmingham** reserves the right to cancel an event, any associated event, or any booking at its sole discretion. In the event of such a cancellation the University will refund the value of the booking or any ticket sold upon proof of purchase.

The University expressly excludes any liability for any direct or indirect losses or damages howsoever arising as a result of such cancellation and will not, for example, be responsible for any travel or accommodation costs incurred. In the event of cancellation, the University will use reasonable endeavours to alert those who have booked to attend an event or purchased tickets and details of any cancellation will be posted on the alumni website [www.birmingham.ac.uk/alumni/events](http://www.birmingham.ac.uk/alumni/events).

Attendees are responsible for checking this information prior to the event.

### Cancellation by those booked to attend an event

Cancellation of attendance by individuals or groups must be given in writing and received by the Alumni Office, via fax at + 44 (0) 121 414 5621 or via email at [alumni@contacts.bham.ac.uk](mailto:alumni@contacts.bham.ac.uk) at least 30 days prior to the event to be entitled to receive a refund. Those who fail to attend or cancel their attendance within 30 days of the event, for whatever reason, will not receive a refund.