## **COVID-19 Cancellation Policy for DARO Events**

## Cancellation of an event by the University

The University of Birmingham ('the University') reserves the right to cancel an event or any associated event 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 satisfactory proof of purchase in the University's reasonable opinion [excluding any booking fee if applicable].

The University reserves the right to cancel an event if the event is directly affected by any law, action taken, or restrictions or lockdown put in place by the UK government, UK public authority, local lockdown laws, government guidance or mandatory self- isolation following direction from the UK public health officer in relation to the COVID-19 pandemic. In this instance a full refund [excluding any booking fees if applicable] will be offered.

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, accommodation or associated costs incurred. In the event of cancellation, the University will contact you directly using contact details supplied at the time of booking and details of any cancellation will be posted on the alumni website: <a href="https://www.birmingham.ac.uk/alumni/events">www.birmingham.ac.uk/alumni/events</a> as soon as reasonably practicable.

Attendees are encouraged to check the University's event cancellation information prior to the event.

## Cancellation by those booked to attend an event

Cancellation of attendance by individuals or groups who can no longer attend due to COVID-19 or self-isolation must be given in writing and received by the Alumni Office via email at <a href="mailto:alumnievents@contacts.bham.ac.uk">alumnievents@contacts.bham.ac.uk</a> at least one hour prior to the event start time to be entitled to receive a refund (if applicable) [excluding booking fees]. Those who fail to attend or cancel their attendance at least one hour of the event start time, for whatever reason, will not be entitled to receive a refund.