



Hunts Forum of Voluntary Organisations Training, Events & Networking Booking and Cancellation Policy

Booking Policy

NOTE: by booking onto any Hunts Forum Training, you are agreeing to the Cancellation Policy and Fair Use Policy at the end of this information.

Hunts Forum Member Organisations

Hunts Forum training, events and networking sessions are free to members unless otherwise stated. Members are limited to a maximum of two places at each training or networking session. [\(1\)](#)

Cambridge CVS Member Organisations

Hunts Forum training, events and networking sessions are free to CCVS members unless otherwise stated, subject to the following limitations:

CCVS free places will generally be limited to no more than 25% of the total places available. [\(2\)](#)

Non-Member Organisations

Training provided by Hunts Forum is generally available only to members of Hunts Forum or CCVS. Non-members should contact info@huntsforum.org.uk. Any places offered to non members will be subject to a booking fee, this includes where training is otherwise free to members. [\(3\)](#)

Cancellation Policy

Hunts Forum of Voluntary Organisations cancellation policy for all training and events

This policy will apply to all Hunts Forum of Voluntary Organisations training courses, events and network meetings.

In the event of cancellation by the participant:

If more than 28 days' notice is received a full refund will be given or no charge will be made for a free course.

If between 15 and 28 days' notice is received a 75% refund [\[4\]](#) will be given or a £20 charge will be made for a free course.

If between 7 and 14 days' notice is received a 50% refund [\[5\]](#) will be given or a £20 charge will be made for a free course.

If less than 7 days' notice is received no refund [\[6\]](#) will be given or a £40 charge will be made for a free course.



Hunts Forum of Voluntary Organisations has no obligation to give a refund once the course has already started, unless in exceptional circumstances, which is at the discretion of the Chief Executive.

Any course cancellation must be placed in writing and emailed to info@huntsforum.org.uk

You must include:

Name(s) of those booked

Name of the person making the booking (if different to the above)

Course details of what you are booked onto

Reason for cancellation.

Total amount you have paid.

Cancellation through Event Brite or similar booking sites alone will not be considered sufficient notice. You must cancel in writing to the email address above

Cancellation made by Hunts Forum of Voluntary Organisations

In the event of cancellation by Hunts Forum of Voluntary Organisations:

Courses may be cancelled if numbers are not sufficient for the course to run.

Participants will be entitled to a full refund for charged sessions. This refund will be made using the same method as your payment.

Fair Use Policy

Hunts Forum of Voluntary Organisations reserves the right to cancel and refuse any booking where a history of cancellation is seen or where an invoice for a previous cancellation charge remains outstanding with the organisation irrespective of the individual making the booking.

Notes

- (1) This figure may be altered on certain sessions at Hunts Forum's discretion and is subject to terms of the membership offer.
- (2) This figure may be altered on certain sessions at Hunts Forum's discretion.
- (3) Organisations will be invoiced..
- (4) If a place has been booked and no money has been paid but an invoice requested, you will be invoiced for 25% of the course fee.
- (5) If a place has been booked and no money has been paid but an invoice requested, you will be invoiced for 50% of the course fee.
- (6) If a place has been booked and no money has been paid but an invoice requested, you will be invoiced for 100% of the course fee.