

## Refund/Cancellation Policy

### All Groups

- Confirmation of participant count is required one week (1) prior to a scheduled event. Within one week of the scheduled event, the participant count may increase up to ten (10) percent of the confirmed count; however, it may not decrease.
- Cancellation up to fourteen (14) days prior to a scheduled event is without charge.
- Cancellation after fourteen (14) days prior to a scheduled event will result in a cancellation charge equal to one half the total Catering Services cost.
- Cancellation after forty-eight (48) hours prior to a scheduled event will result in a cancellation charge equal to the total Catering Services cost.
- **Inclement Weather:** In the event that The College is officially closed because of inclement weather, the reserving group will not be charged for the room, food or equipment ordered for the event. However, if the reserving department or organization decides to cancel an event due to weather conditions, the group will be charged for all costs incurred up to the point of cancellation. The charges will include any food purchased or equipment that cannot be cancelled prior to delivery or that has already been delivered.

### Non-Residential Groups

- Cancellation up to sixty (60) days prior to a scheduled event is without charge.
- Cancellation after sixty (60) days and before fourteen (14) days prior to a scheduled event will result in a cancellation charge equal to one half the total facility rental charge.
- Cancellation after fourteen (14) days prior to a scheduled event will result in a cancellation charge equal to the total facility rental charge.

### Residential Groups

- Cancellation up to one hundred twenty (120) days prior to a scheduled event is without charge.
- Cancellation after one hundred twenty (120) days and before sixty (60) days prior to a scheduled event will result in a cancellation charge equal to one half the total facility rental charge.
- Cancellation after sixty (60) days prior to a scheduled event will result in a cancellation charge equal to the total facility rental charge.