In booking a place on a retreat at the Intellectual Forum at Jesus College, you agree to the following terms and conditions:

## **Payment**

Your place is held on payment of the non-refundable deposit via Ticket Tailor. The IF will then generate an invoice and send it to you at the email address you provide, within 10 working days.

You then have 28 days to pay the balance of the fee as stated on your invoice, or by 14 days before the start of the Retreat – whichever is soonest.

All bookings are confirmed upon payment of the full balance. If the balance is not received within 28 days, or by 14 days before the start of the Retreat (whichever is soonest) we cannot hold the place and will offer it to other perspective participants. Your deposit will not be refunded.

## Cancellation

We strongly recommend that you take out travel insurance to offset any losses you might incur in the case you need to cancel for unforeseen circumstances. To receive a refund (minus deposit) you must cancel at least 30 days before the start of the Retreat.

In the event of a cancellation made by us, all monies paid will be refunded in full.

However, we are not responsible for any other costs (such as travel expenses) incurred by you as a result of the cancellation.

## Damage and cleaning

Jesus College is your home during your stay. Please treat the accommodation, facilities, and grounds with care and respect. We will seek reimbursement for any damage caused or excessive cleaning required as a result of your stay.