

NI Sports Forum

Cancellation/ Refund Policy

Introduction

The NI Sports Forum (NISF) hosts a number of events and programmes for which there is an attributed fee. NISF has a Cancellation Policy in place to ensure that this does not adversely affect the continued running of these events. This policy outlines the position for applicants should they wish to cancel or in the rare case that NISF may cancel an event.

Bookings

All bookings for NI Sports Forum events, workshops or courses (Events) should be received on or before the allocated closing date. Places shall only be confirmed on receipt of full payment.

In the case where an event or course has a limited number of places, these places will be allocated on a first-come-first-served basis; subject to any attributed potential criteria being fulfilled and payment being received in full, unless otherwise stated.

Closing Dates

The general closing date for NI Sports Forum events is fourteen days before the first day of the event, unless otherwise stated on the event booking or registration form. NISF may extend closing dates if circumstances require and shall endeavour to publicize this through the event booking site, NISF Website and social media channels. Extended closing dates do not affect our policy on cancellations.

Refunds

Cancellation of a booking notified in writing or e mail (info@nisf.net) to the NI Sports Forum Office, at least seven days before the start date of an event will receive a full refund:

- Cancellation of a booking notified in writing to the NI Sports Forum Office, less than seven days but more than 48 hours before the start date of an event will receive a 50% refund.
- Notification received less than 48 hours before the start date of an event will not receive a refund.
- Places may be transferred to another individual in your organisation and will not be subject to a cancellation fee.
- Any refunds will be made less any administration fees incurred by a third body, such as website platform fees.
- We will make every effort to process a refund as soon as possible but individuals should allow up to ten working days for refunds to reach them.

Cancellation by NI Sports Forum

Occasionally it is necessary for the NI Sports Forum to cancel an event that we have organised and for which we make a charge. In these circumstances we will offer a full refund of the event fee paid or offer a place to be made to another equivalent course or event.