



Terms and Conditions for Alumni Events

- Pre-booking is essential for all alumni events, unless otherwise indicated. Demand for places is often high and early booking is advised to avoid disappointment.
- All events are subject to change including details such as advertised dates, speakers, locations and ticket prices. Please ensure that you provide a mobile number (where possible) when registering for events so that we can ensure you are informed immediately of any last-minute changes.
- Alumni events are run on a not-for-profit basis and any booking fees charged are to cover costs such as room hire, catering, staffing and speaker expenses.
- Development and Alumni Relations reserves the right to cancel an event due to low enrolment or other circumstances which would make the event non-viable.
- If Development and Alumni Relations cancels an event, guests will be offered a full refund (where applicable). However any expenses (including travel) incurred due to the cancellation of an event will not be refunded.
- Should circumstances arise that result in the postponement of an event, guests will have the option to either receive a full refund or transfer registration to the same event at the new, future date.
- You may cancel your event booking up to seven days prior to the event. You will receive a full refund of the price paid for the booking minus an administration fee (£2 for bookings totalling up to £49, £4 for £50-£99, £7 for £100-£199 and £10 for £200 and over).
- Unfortunately, we are unable to provide a refund if you cancel your event booking with less than seven days notice.
- Refunds will be made using the payment method originally used and processed within five working days.
- All refund requests must be made by the person who made the original booking or the credit/debit card holder.
- Refunds will not be given for guests who do not turn up to an event on the day.
- Cancellations will be accepted via phone or e-mail. However, refund requests must be received in writing (either email or post). Please contact [Development and Alumni Relations](#) if you wish to enquire about a refund.
- Regrettably, Development and Alumni Relations cannot refund guests on occasions when bad weather prevents or discourages travel.
- We may take photos at this event for use on our social media and website. If you do not wish to be photographed please make yourself known to a member of staff at the event reception.



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The above policies apply to all Development and Alumni Relations events unless otherwise noted in the corresponding event materials. Please read all individual event information thoroughly.