

## **CANCELLATION POLICY**

### **1. Objectives and Background**

Jamie Long Coaching is committed to providing the best service in a timely manner. We aim to accommodate your needs.

Unfortunately, when a client cancels without giving adequate notice, it prevents another client from being served. This cancellation policy is used as a way of respecting the time commitment of all involved. It explains the process for requesting a cancellation and the fees applicable. This policy is used in fairness to both our business and the clients who would otherwise have wanted an appointment.

We are implementing a straightforward cancellation policy to be upfront about all the costs you may face when engaging our services.

### **2. Cancellation Process**

We understand situations can arise in which you must cancel your appointment. Due to limited appointment availability, we request that you cancel with adequate notice. This allows us to fill that appointment slot.

You may cancel by contacting us by:

- (a) phone 0449022823; or
- (b) email [info@jamielongcoaching.com](mailto:info@jamielongcoaching.com).

We require a minimum of 48 hrs notice for cancellation. Please inform us 48 hrs prior to your scheduled appointment to notify us of any changes or cancellations.

If no prior notice or the notice given is not provided within the minimum notice period, you will be charged a cancellation fee (see below) for the missed appointment.

#### **2.1. Late Arrivals**

Late arrivals can only be extended to the remaining time of the scheduled appointment. If you are 15 minutes late past your appointment we will have to reschedule/cancel the appointment, which may incur a cancellation fee.

### **3. Cancellation Fee**

- (a) The cancellation fee is the full amount paid for either the event or private lesson.
- (b) The cancellation fee may be deducted from any deposit paid for the appointment (if any).
- (c) The cancellation fee is the sole responsibility of the client and must be paid in full within 7 days after invoicing.

### **4. Acceptable circumstances for waiving cancellation fees**

We understand that plans may change due to uncontrollable and external circumstances. Missed appointments can be due to illness or may stem from an

emergency, etc. Therefore, cancellation due to such circumstances will not incur a cancellation fee. Having cancellation fees waived requires approval from Jamie Long Coaching.

#### **5. Refund policy**

If the notice of cancellation is given 48 hrs before the scheduled appointment, no cancellation fee will be given.

#### **6. Questions**

Our business firmly believes that a good client and business relationship is based upon mutual understanding. Questions about our cancellation policy should be directed to 0449022823.

#### **7. Agreement**

Please sign that you have read, understood, and consented to this Cancellation Policy. By signing, you understand that you are holding a spot and you may be charged a cancellation fee if an appointment is canceled without providing at least 48 hrs notice or if the appointment is missed.