

SANEA EVENT BOOKING, PAYMENT & CANCELLATION POLICY

BOOKINGS

No event will be deemed to be booked or confirmed until a 100% payment of the full event delegate registration fee has been received and acknowledged by the SANEA SECRETARIAT. Payment may be made by bank transfer/EFT, credit card or online.

CANCELLATIONS

All SANEA events will be subject to the following cancellation conditions:

- Bookings cancelled more than 20 days prior to the event will attract an administration fee of R500-00 per event/delegate.
- Bookings cancelled between 7 and 20 days prior to the event will attract 50% payment of the full event registration fee per delegate.
- Bookings cancelled less than 7 days prior to the event will attract a 100% payment of the full event registration fee per delegate.
- All cancellations must be lodged with the SANEA SECRETARIAT in writing by e-mail (sanea@sanea.org.za).

REFUNDS

- No refunds will be processed during the event period, but these will be forwarded to the delegate or paid to his/her account within 30 days of completion of the event.
- No refunds will be considered for no-shows at the event. The delegate will be held liable for a 100% payment of the full event registration fee per delegate.
- All enquiries regarding refunds must be lodged with the SANEA SECRETARIAT in writing by e-mail (sanea@sanea.org.za).