

# Event Cancellation Policy

## Cancellation of registration

Prior to the event – Participants may cancel their registration without penalty up until 21 days prior to the event.

After the registration deadline – Cancellations received within 14 and 21 days before the event will incur a <50%> administration fee (including GST).

Fourteen days before an event or after the event – Cancellations received within fourteen days of an event or after the event will not be eligible for a refund.

All cancellations must be made in writing to [accounts@capricornenterprise.com.au](mailto:accounts@capricornenterprise.com.au)

## Transfer of registration

All registrations are transferable to another member of your organisation, and requests should be made in writing to [accounts@capricornenterprise.com.au](mailto:accounts@capricornenterprise.com.au), taking care to advise of any registration details which need to be updated.

## Cancellation of an event by Capricorn Enterprise

Capricorn Enterprise reserves the right to alter or cancel, without prior notice, any of the arrangements relating directly to an event, for any circumstances beyond our reasonable control. This includes the cancellation of an event itself.

Capricorn Enterprise's maximum liability is limited to a full refund of the registration fee. Capricorn Enterprise accepts no additional liability for travel, accommodation or any additional costs incurred.

Any refunds will be paid after the event is finalised.

**Note:** In 2024 refunds for Major Events (eg Major Projects or Best or Business Awards) are unable to be processed until after event.

*This cancellation policy was last updated on 4 December 2023.*