



## ICAA Cancellation Policy

Your reservation is with the Institute of Classical Architecture and Art, 20 West 44th Street, New York, NY 10036. Please read the following carefully.

**1. Reservation** By confirming your reservation, you certify that you have the authority to accept and do accept the terms of these booking conditions. The ICAA reserves the right to revise costs prior to your confirmation of enrolment. The ICAA also reserves the right not to accept a reservation for any reason.

**2. Cancellation of Reservation** You may cancel your reservation at any time. Written notification from the individual or an agent who made the reservation must be received by the ICAA. Since the ICAA incurs costs related to cancellations, you will have to pay the applicable cancellation charges outlined herein. The ICAA will base these cancellation charges from the first business day your written notification is received by the ICAA.

### Cancellation Fees:

- > 3 months prior to program start date – 5%
- 3 months prior to the program start date – 20%
- 2 months prior to the program start date – 50%
- 1 month prior to the program start date – 100%

**3. Revisions and Cancellations of Programs** The ICAA reserves the right to revise or cancel the program both before and after your confirmation of enrolment. The ICAA will not provide a refund based on minor revisions to the program. Should the ICAA cancel the program for any reason after you have paid for your reservation, you will be refunded the full amount.

**4. Special needs or requests** Specific needs or special requests should be directed to the ICAA before confirming your reservation. The ICAA will try to meet your requests where possible but cannot guarantee their provision.

**5. Payment** The full cost of the program is due at the time of reservation.