



1. CANCELLATION POLICIES

The University will make all efforts to ensure that the School is provided with adequate notice (three days minimum) of the cancellation of any event or activity.

The School will make best efforts to ensure that the following cancellation procedures are followed:

6.1 Notification of cancellation of previously confirmed activities, including but not limited to:

On campus:

- Museum visits
- Seymour Centre visits
- Science Alliance days/workshops
- Sydney University Sport and Fitness activities
- Experience days/Introduction to University days
- Study skills workshops

In school workshop:

- Advanced engineering projects
- Film and editing project
- Study skills workshops

Where the School (or school representative) withdraws from, or cancels attendance at, an event, activity or program that the school had agreed to *and* been paid for by the Compass Program:

- a. The School will notify *Compass* staff as soon as possible by phoning (02) 8627 8515 or emailing compass.administration@sydney.edu.au
- b. If it is not possible to secure a refund for the event, activity or program *Compass* staff will offer placements to alternative partner schools.
- c. If alternative arrangements cannot be made within the available timeframe, the School will be responsible for refunding the *Compass* Program any costs (including

booking fees, tickets, transfer costs, facilitation fees etc) associated with the event or activity.

6.2 Notification of cancellation of previously confirmed student volunteers attendance at school

- a. The School will notify *Compass* staff (02) 8627 8515 or emailing compass.administration@sydney.edu.au) and *Compass* volunteers (where contacts are known) as soon as possible.
- b. If notification of cancellation is not made by 3:00pm on the previous business day and volunteers arrive at the school, the school will be responsible for refunding the volunteer travel reimbursement (up to \$20 per student)

6.3 Notification of cancellation of previously confirmed attendance at professional development activities

Where the School (or school representative) withdraws from, or cancels attendance at, an event, activity or program that the school had agreed to *and* been paid for by the *Compass* Program:

- a. The School will notify *Compass* staff as soon as possible by phoning (02) 8627 8515 or emailing compass.administration@sydney.edu.au
- b. If it is not possible to secure a refund for the event, activity or program *Compass* staff will offer placements to alternative partner schools.
- c. If alternative arrangements cannot be made within the available timeframe, the school will be responsible for refunding the *Compass* Program any costs (including booking fees, tickets, transfer costs, facilitation fees etc) associated with the event or activity.

6.4 Notification of cancellation of previously confirmed Occupational Therapy Placements at school

Where the School (or school representative) withdraws from, or cancels attendance at, an event, activity or program that the school had agreed to *and* been paid for by the *Compass* Program:

- a. The School will notify *Compass* staff as soon as possible by phoning (02) 8627 8515 or emailing compass.administration@sydney.edu.au
- b. If it is not possible to secure a refund for the event, activity or program *Compass* staff will offer placements to alternative partner schools.
- c. If alternative arrangements cannot be made within the available timeframe, the school will be responsible for refunding the *Compass* Program any costs (including

booking fees, tickets, transfer costs, facilitation fees etc) associated with the event or activity.

- d. If the school does not comply with the conditions of the Occupational Therapy Placement as defined in the school consultation meeting prior to commencement of program within 14 days of notice of breach of conditions, the program will be withdrawn from the school.