Cancellation Policy:

Written notification must be provided to OCSC in the event of cancellation. The client will be assessed and agrees to pay the following amounts in the event of cancellation:

Level 1 Service: Client agrees to pay a $100 service charge; plus $5 per person for the number of individuals entered into Cvent at the time of cancellation.

Level 2-4 Service: Client agrees to pay $5 per person for the number of individuals entered into Cvent at the time of cancellation and the following percentage of the administrative fee based on the cancellation date:

*Cancellations one (1) month or less from program start date:*50% of the administrative fee

*Cancellations one (1) to three (3) months from program start date:*25% of the administrative fee

*Cancellations three (3) to six (6) months from program start date:*10% of the administrative fee

*Cancellations six (6) months or more from program start date:*No administrative fee will be assessed

In the event that acts of God, war, disaster, strikes, civil disorder and unrest or other emergencies cause the event to be postponed or cancelled, the client will not be responsible for the above cancellation fees.