

CANCELLATION POLICY – As of June 2024, applicable to Bookings made on or after June 17, 2024

If the parties wish to cancel or adjourn the mediation, the parties must notify me in writing of the cancellation (i.e., all parties must be aware of the cancellation).

Mediations are typically scheduled well in advance. Last-minute cancellations or adjournments make it unlikely that I will be able to book another mediation on a cancellation date. Therefore, a cancellation policy is necessary to ensure a viable business, although I will strive to minimize cancellation fees where possible.

Cancellation fees are as follows:

- 45 days or more prior to the scheduled date for the mediation: No cancellation fee.
- Less than 45 days, but more than 21 days before the scheduled date: \$450 for half days; \$1000 for full days, HST;
- 21 days (three weeks) or less: \$900 for half days; \$1500.00 for full days.

Cancellation fees are due and payable immediately upon the cancellation or adjournment. Each party is responsible for their share, unless the parties agree otherwise. If there is a disagreement about which party is responsible for cancelling a mediation, the cancellation fee shall be borne by the party making the mediation booking.

If I can schedule another mediation on the date that your mediation was scheduled to occur, I will refund the cancellation fee to the parties.