

## **DERVAITIS LOCH LAW – CANCELLATION POLICY**

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:

- 30 days or more prior to the scheduled date for the mediation: No cancellation fee.
- Less than 30 days, but more than 14 days before the scheduled date: Half of the applicable mediation fee, plus any non-refundable disbursements.
- 14 days or less: Full amount of the applicable mediation fee, plus any non-refundable disbursements (such as the venue fee, if applicable).

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 who made 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.