

Cancellation Policy

Women's Health and Action Research Centre (WHARC)

1. Purpose

This policy ensures transparent and consistent procedures for managing cancellations related to WHARC's programmes, including trainings, research activities, conferences, and partnership engagements.

2. Scope

This policy applies to all WHARC-organized events, trainings, research projects, consultations, and collaborations involving staff, participants, partners, or vendors.

3. Participant or Partner Cancellations

- Participants or partners who wish to cancel their registration, attendance, or engagement must notify WHARC in writing at least 7 days before the scheduled date.
- Cancellations received less than 7 days before the activity may not qualify for refunds or rescheduling, except in exceptional circumstances (e.g., illness, emergencies).
- Where appropriate, substitutions (e.g., replacement participants) may be allowed with WHARC's approval.

4. Research Participation Cancellations

- Research participants may withdraw at any time without penalty or loss of benefits to which they are otherwise entitled.
- Withdrawal will not affect their relationship with WHARC or its partners.
- Data collected up to the point of withdrawal may be retained in accordance with ethical and data protection guidelines.

5. WHARC-Initiated Cancellations

- WHARC reserves the right to postpone, reschedule, or cancel any event, training, or consultation due to unforeseen circumstances such as low enrolment, logistical challenges, or public emergencies.
- In such cases, participants or partners will be promptly notified and offered:
 - **A full refund**, or
 - **Transfer of registration** to a future session or rescheduled activity.

6. Refunds and Reimbursements

- Refunds (where applicable) will be processed within 14 working days of written cancellation confirmation.

- WHARC will not cover personal costs incurred by participants (e.g., travel, accommodation, or per diem expenses).

7. Communication

All cancellation notices or refund requests must be submitted in writing

8. Review and Updates

This policy will be reviewed annually or as needed to ensure alignment with WHARC's operational and ethical standards.

Policy Approved By: Board of Trustees

Date: November 3, 2025