

Tuesday, 16 November 2021

**Event Refund Cancellation Policy**

Rockingham Kwinana Chamber of Commerce  
19 Kent Street Rockingham  
PO Box 5001  
Rockingham WA6969  
Phone: 9592 3333  
Email: [admin@rkcc.org.au](mailto:admin@rkcc.org.au)

Dear Members and Guest of RKCC Events,

We understand cancellations occur. Should your circumstances change, and you can no longer attend an event, you must notify the RKCC no later than 14 days before the event. All cancellations must be made in writing to [admin@rkcc.org.au](mailto:admin@rkcc.org.au).

RKCC paid events that offer a no refund policy for change of mind will be stated on the events promotional page, and there may be an offer to transfer tickets to other parties. The transfer must take place a minimum of 14 days prior the event running.

Cancellations made on events without the above policy more than 14 days before the event will receive a 90% refund due to costs incurred in processing your registration. Cancellations made 14-7 days before the event will receive a 50% refund. All eligible refunds will be processed within 7 business days of receiving the cancellation request. Refunds will only be processed to the credit card used to make the booking.

Cancellations less than 7 days before the event are not entitled to a refund.

Should an event be cancelled due to unforeseen circumstance the RKCC will process a refund in full within 90 days of the cancellation becoming known.

**KEY BUSINESS PARTNERS**



**PLATINUM PARTNERS**



**GOLD PARTNERS**

