

## **Appendix 2 : Activities of Humanitarian Education Centre ("the Centre") Arrangement for Rescheduling & Canceling Activity**

### Arrangement for Rescheduling or Canceling Activity

1. The Centre is required to arrange personnel, materials, venues, etc., in advance. Under normal circumstances, refunds, rescheduling, or cancellations are not accepted.
2. If applicants wish to reschedule or cancel the activity due to the special circumstances, the Center may consider the overall situation and exercise discretion. However, the decision of the Centre shall be the final.
3. If the application for rescheduling or cancellation is successful, the Center will charge the relevant fees according to the following situations:

<b>Notice Date (exclude the activity day)</b>	<b>Cancellation Fee</b>	<b>Rescheduling Fee</b>
45 days or more prior to the activity	50% of the original activity fee	25% of the original activity fee
15 days to 44 days prior to the activity	100% of the original activity fee	50% of the original activity fee
Within 14 days prior to the activity	100% of the original activity fee	100% of the original activity fee

**Example 1:** A group applied to organize an activity on 1 September and has paid in full. If the group requests to cancel the event on 1 July (45 days or more prior to the activity), the group will retain 50% of the fees. Since the group has already paid, the Center will refund the remaining 50%.

**Example 2:** A group applied to organize an activity on 1 September and has paid in full. If the group requests to reschedule the event on 1 August (15 days to 44 days before the activity), the paid fees will be considered as the activity fees for the rescheduled event, and the group will need to pay an additional 50% of the original activity fee as a rescheduling fee.

4. If any of the following situations exist, the applicant may apply to reschedule or cancel the activity without any additional fees:
  - I. The relevant authorities announce that the applying school or specific classes are suspended; or
  - II. The applying school or group is unable to attend the activity according to the guidelines of the relevant authorities.
5. If the Center temporarily closes due to guidelines from relevant authorities, the Centre will contact the applying school or group to discuss the arrangements.
6. Groups that fail to comply with the above terms will not be given priority consideration for their event applications within the following 12 months.
7. If there is any disagreement or dispute over the content, the decisions of the Centre shall be final.

For any discrepancies between the Chinese and English version of this document, the Chinese version shall prevail.