

Cancellation Request Form

* **RESERVATION INFORMATION**

|  |  |
| --- | --- |
| **ID (E-mail)** |  |
| **Given Name** |  | **Family Name** |  |
| **Tour name** |  |
| **Mobile No** |  |  |  |
| **Paid card no** |  | **Card CVC No** |  |
| **Paid Amount** |  | **Paid Date** (dd-mm-yyyy) |  |

* **CANCELLATION OPTIONS**

|  |  |
| --- | --- |
| **Cancellation Reasons** |  |
| **Cancellation and Refund Policy*** For reservation changes and cancellations, please email the tour bureau at apsr@tothepp.com

Two different policies apply to cancellation: one is a general cancellation and refund policy and the other is a special cancellation and refund policy for COVID-19-related cases.**[General Cancellation and Refund Policy]*** Changes or cancellations requested before 20 April 2022 will not incur additional costs. Please consult the table below for cancellation and refund information.

|  |  |
| --- | --- |
| Time of cancellation | Refund |
| Cancellation request by 16 October 2022 | Full refund |
| Cancellation request by 10 November 2022 | 50% refundable |
| \*Cancellation request by 14 November 2022\* No-show: no appearance without cancelling the reservation | No refund |

* All cancellation requests and refunds will be processed based on Korean standard time and actual refunds will be made after the Congress is over. For payments made by wire transfer, bank fees will be deducted from the refunded amount. If you paid with a credit card, the paid amount would be cancelled without any additional fees.

**[Refunds Due to COVID-19]*** If you are unable to attend the congress and check in to your reserved hotel room on account of departure/entry restrictions due to COVID-19 quarantine, a positive test result for COVID-19, or any other COVID-19-related reasons, please send a cancellation request to get a full refund of the amount paid for your reservation. (If you made your payment via wire transfer, bank fees will be deducted from the refunded amount.) The 20 April deadline for reservation cancellations does not apply if cancellation is COVID-19-related. The hotel cancellation request and supporting documents should be sent to apsr@tothepp.com

**I hereby certify that the above information is true and correct.** |
| **Signature: Date:**  |