Cancellation policy
All cancellation requests must be made to ARCS in writing at arcs@arcs.com.au and are subject to the following terms:
- No refunds, transfers or cancellations will be accepted fourteen (14) days (or fewer) prior to an event.
- Cancellations and transfers fifteen (15) or more days prior to an event will incur a 10% administration fee.
- Substitutions of the same membership type are allowed at any time and at no cost. Substitutions should be notified in writing to arcs@arcs.com.au

Course confirmation
- ARCS Australia is committed to ensuring advertised educational events go ahead. Despite our efforts, occasionally, some events will need to be postponed or cancelled due to lack of attendees.
- For interstate travel/accommodation, we recommend flexible travel arrangements are made until the event has been confirmed as ARCS Australia will not be held responsible for forfeited costs.
- In the event that a workshop is cancelled due to a lack of attendees, registrants will be provided a refund of any course fees paid to ARCS.

Registration fees
- All attendees must pay the registration fee prior to the event.
- ARCS member registration rates are not transferable to non-ARCS members. By selecting a member registration rate, it is agreed that the registrant is a current financial member of ARCS and that the registration is made in the ARCS member’s name only. A breach of this may result in a cancellation of an individual or group registration.
- Webinar/teleconference registration includes ONE computer and/or ONE telephone login for ONE person. Please Note: You will be charged for any additional computer, telephone login or person.

Programme changes
- ARCS Australia may need to make alterations to the programme (including cancellation of a session(s)) due to circumstances beyond our control. Therefore, we reserve the right to make changes to the programme and/or speakers without notice.

Catering: dietary requirements
- ARCS will attempt to accommodate requests for allergies/requirements only, we cannot cater for likes/dislikes but try to supply varied meals to suit everyone.
- In the event that ARCS incurs additional charges for the provision of a special meal (over and above the cost of a standard meal), ARCS reserves the right to pass the additional charges on to the attendee.