







# CANCELLATIONS AND REFUND POLICY

International travel can be drastically affected by unforeseen circumstances. Due to the extensive preparations and expenses that Witness for Peace incurs on behalf of delegation programs, we follow the following cancellations and refund policy guidelines.

## **Delegate cancellations:**

*\*All delegate cancellations and refund requests must be submitted in writing to:*

National Delegations Organizer  
Witness for Peace  
3628 12<sup>th</sup> Street, NE, 1<sup>st</sup> Floor  
Washington, DC 20017

[ken@witnessforpeace.org](mailto:ken@witnessforpeace.org)

## **One Month Prior to Delegation Departure**

Refund requests received up to 1 month before delegation departure will be issued a full refund minus the \$150 deposit.

## **30 Days or Less until Delegation Departure Date**

**Delegation Credit:** Refund requests received with less than 1 month of departure are eligible for a delegation credit of the entire delegation fee amount less any non-refundable expenses already incurred by Witness for Peace, such as domestic airline tickets or lodging. This delegation credit amount can be applied toward a future WFP delegation of your choice. This credit will be issued in the form of a written letter with the requisite accounting information from the WFP National Delegations Organizer.

**Cash Refunds:** For delegates wishing to receive a cash refund, any refund request received less than 1 month before the departure of the delegation is eligible for a 50% cash refund of the full delegation fee, less the \$150 deposit, \$50 processing fee and any non-refundable expenses already incurred by Witness for Peace, such as domestic airline tickets or lodging.

## **Travel delays:**

Witness for Peace cannot offer a refund to delegates that do not arrive or depart on the scheduled dates due to changes or cancellations made by airlines or other transportation companies. We encourage delegates to seek appropriate refunds directly from transportation company representatives.

## **Schedule changes:**

Due to the sensitive nature of Witness for Peace delegations, itineraries are subject to change. If there is domestic air travel, Witness for Peace will refund to delegates any funds it is able to recover whenever possible, if the itinerary is changed due to security or other safety concerns.

## **Travel Insurance:**

Delegates may wish to consider purchasing additional travel insurance before their trip. One provider is Travelex Insurance, which provides insurance that covers trip cancellation, medical expenses, and travel assistance. Basic travel insurance coverage for most delegates will range between \$50-\$100. For more information on benefits and rates, visit [www.travelex-insurance.com](http://www.travelex-insurance.com).