

International Center for the Arts

Acknowledgment of Cancellation and Refund Policies

The below represent the Cancellation and Refund Policies of the International Center for the Arts at Monte Castello, LLC.

Program Participants are required to read and understand the below and sign the acknowledgement at the bottom of the form indicating that they have read and understand and accept these policies.

This is to Certify that:

I, _____, of
(Address) _____

Understand and agree, to the following Cancellation and Refund Policies of the International Center for the Arts.

They are as follows:

Participant Cancellation before April 1: Under conditions stated below, full refund less € 500 (Euro) deposit. Please see criteria below.

Participant Cancellation after April 1: All fees are non-refundable. Please see explanation below.

Session Cancellation by ICA/ICARTS

ICA/ICARTS only “cancels” retreats in the event of low enrollment or in circumstances in which providing the opportunity to re-schedule is not possible.

In circumstances in which travel is interrupted due to travel restrictions or health protocols, ICA/ICARTS will re-schedule programs to the soonest reasonable opportunity.

Each ICA Retreat requires a minimum number of participants in attendance - including the Residency Program.

While the minimum enrollment number may vary according to the timing and duration of the session, the limit is typically, five (6), to nine (9).

If the minimum number of participants is not reached, ICA/ICARTS reserves right to cancel those programs.

If deemed necessary, notification of cancellation will be made as soon as possible following the close of Registration or typically, 30 days before the start of the session/course/tour/event.

In event that ICA determines that enrollment for a particular session/event/workshop/Retreat is insufficient, ICA will typically offer you:

(a) an option to join an alternative session/course/tour/event, (b) to defer your registration till a later date, or (c) to annul your registration and be fully reimbursed.

Cancellation by the Participant

Cancellation by the participant is possible only before April 1 of the calendar year in which the reservation was made or before registration closes. There are no refunds up to 30 days prior to or after the start of a session, regardless of attendance or circumstances.

Participants seeking to cancel, should contact the ICA in writing, stating full personal and course details. In this case, fees paid – excluding deposit - MAY BE reimbursed, depending on the circumstances. We reserve the right to review all such conciliation requests.

Cancellation after April 1, or after registration has closed, or less than 30 days prior to the start date, will not lead to a refund, except in the case of pressing personal circumstances, such as hospital admission and similar, dire unforeseeable personal circumstances or death of a family member. In such situations a request for a refund can be made in writing, stating relevant personal and course details.

Refunds will not be issued for workshops rescheduled to subsequent years unless sufficient participants remain enrolled in the workshop for it to run. This minimum enrollment number varies and is typically stated on the website, however, for cancellation, the minimum cannot fall below five (5).

Up to 30 days before a session/course/tour/event starts a participant may also request a transfer to another session/tour/course/event, provided the original session/tour/course/event still has the minimum number of participants.

Force Majeure

In cases of Force Majeure*, outside the reasonable control of ICA/ICARTS, such as acts of God (flood, earthquake, storm, volcanic eruption) contagion (pandemics, epidemics, or diseases), political

unrest (such as riots, coups, or general civil unrest that disrupts ordinary activities), terrorist action or threat, unforeseen illness or death, or death of a family member, among other causes outside of the reasonable control of ICA. In such cases, ICA will reschedule, rather than cancel workshops and other events to the earliest reasonable opportunity – as soon as is practicable under the circumstances. Registered participants will have the opportunity to choose this rescheduled date, or another offered later in the same calendar year or the subsequent calendar year. Participants may also be offered the opportunity to apply the credit for their registered session to another workshop or session offered in the same or following calendar year if space is available. In the case of the latter, if the cost of the alternate workshop is less than the one for which the participant is registered, a refund of the difference can be offered. However, if the cost of the alternate workshop is more, the participant is required to pay the additional remaining cost of the alternate workshop. In these cases, ICA/ICARTS will endeavor to provide as many options to registered participants as possible.

Please initial here: _____

Date: _____