

## The Times and Sunday Times Cheltenham Literature Festival

### LITERATURE FOR SCHOOLS 2023 CANCELLATION POLICY

Booking opens at 8am on Tuesday 13 June 2023, and tickets must be booked using the online booking form.

In the unlikely event that you decide to cancel your booking for any other reason, our cancellation policy will come into play.

Details are in the table below.

<b>LITERATURE FOR SCHOOLS 2023 CANCELLATION POLICY</b> This policy covers the cancelling of <b>complete and confirmed bookings</b> .	
<b>KEY DATES</b>	<b>DETAILS</b>
Up to and including Friday 8 September 2023	Cancellations are subject to an administration fee equivalent to 50% of the total booking fee.*
Beyond Friday 8 September 2023	Bookings are non-refundable*, and your school will be invoiced for the full amount.
<i>*The only exception to the above is if a school on the waiting list can take up your tickets.</i>	
<p><b>Amendments to numbers prior to 8 September 2023</b>            We realise your class number/s might fluctuate slightly, particularly over the summer holiday. We will do our best to accommodate any reasonable amendments to your numbers, <b>subject to availability</b>.</p>	
<p>After Friday 8 September invoices will be emailed to your school finance office, and ticket documents will be emailed to the named individual who made the booking.</p> <p><b>Invoices should be paid prior to Friday 6 October 2023.</b></p>	

If you need any further information, please contact our Learning and Participation team at [education@cheltenhamfestivals.com](mailto:education@cheltenhamfestivals.com)