

Sample Cancellation & Refund Policy

Why You Need One!!

A clear cancellation and refund policy sets respectful boundaries and protects both you and your guests. Including this in your **sales page, registration form,** and **welcome packet** ensures expectations are aligned from the start.

Use the sample below as a starting point and adjust the dates, deposit amounts, or terms to match your unique offer.


Sample Cancellation Policy

Refunds & Cancellations:

- A **\$500 nonrefundable deposit** is required to hold your spot. This deposit is applied to your total payment.
- **Cancellations made before July 15, 2025** will receive a **50% refund** of the total retreat cost (minus the deposit).
- **Cancellations made on or after July 15, 2025** will result in a **full loss of funds**.
- **Trip cancellation insurance is strongly encouraged** to protect your investment in case of unexpected life events or travel changes.

Where to Include This Policy:

- ✓ Your retreat **sales page**
 - ✓ Your **registration agreement** or terms & conditions
 - ✓ Inside your **welcome packet**
 - ✓ In any **automated confirmation email**
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 *Tip: Transparency builds trust. Include this policy in writing anywhere a guest is asked to pay or commit.*

