

RICHMOND MINDFULNESS MEDITATION GROUP

MINDFULNESS DAYS

PAYMENT AND REFUND INFORMATION

Bookings and Payments

- You can book for the mindfulness day using the booking form which can be filled in and sent by post or email. You can also book directly using email without completing the form
- If you have reserved a place but not paid, your place will be released after 5 days from date of reservation
- Your place for the day will be confirmed on receipt of payment. Please do not arrive on the day unless you have received confirmation of the place.
- **Waiting List :**
 - If you have paid and been informed you are on a waiting list please note that your cheque will be destroyed after the event. Please provide a self-addressed and stamped envelope if you require your cheque to be returned.
 - Please do not make BAC payments unless you have been advised that there are still places available and to effect transfer
 - If you have paid by cash and been put on the waiting list, you will be contacted to arrange refunds if no place becomes available
- The following options are the accepted payment methods prior to the day
 - **BACS Payment:**
 - Sort code: 08-92-99
 - Account number: 65378405
 - Account Name: Richmond Mindfulness Meditation Group
 - Please use your surname and date of the mindfulness day as a booking reference (e.g Smith16October)
 - If booking by BACS please email Andrew Coleman, (info@richmondmeditation.org.uk), copying in Rehena Harilall (rehena@evolve-ltd.com) so that we can accelerate confirmation of your place.
 - **Cheque:**
 - Make cheque payable to RMMG
 - Mail to Rehena Harilall, 9 St James's Cottages, Richmond, TW9 1SL or provide to any caretaking council member along with your form at an evening of practice
 - If you require written confirmation please attach a self-addressed and stamped envelope
 - **Cash:**
 - Dropping the cash to Rehena Harilall, 9 St James's Cottages, Richmond, TW9 1SL with completed form
 - Provide to any caretaking council member along with your form at an evening of practice
 - Please note that they may not always have accurate bookings records so even if you have paid you may be put on a waiting list and/or your money returned
- **Payment on the day:**
 - We are unable to hold or reserve a place to receive payment on the day as we have limited space and long waiting lists
 - Payment on the day may only be accepted if you have accepted a cancelled place the night before the event. In this case payment is accepted as cash or cheques only.

Coming without booking

- Please do not come on the day if you have not booked or a received confirmation that is place is reserved for you - you may be turned away
- Our booking status is reflected on the website

Our pricing/costs

- **Standard rate:** please pay this if you can. This is the rate to cover our event costs (room and any teacher travel expenses)
- **Concession rate:** available to anyone who is retired, a full-time student, unemployed, or has an income too low to pay our normal prices. We work on trust and do not require any evidence
- **Sponsor Rate:** This rate covers the standard rate and contributes to the costs of those who take up concession rates or cannot afford to pay at all
- **If you cannot afford the supported rate** please email Rehana (rehena@evolve-ltd.com) or contact us via our website (www.richmondmeditation.org.uk)
- The money you pay does not include the voluntary dana/payment contribution for teachers. Teachers ask for no payment from us and the money you offer to them on the day contributes to their livelihood in return for their teaching which is freely given.

Refunds and cancellations

- If you have paid by cheque and not received a confirmation of place then your cheque will be destroyed unless you have provided a self-addressed and stamped envelope for returns.
- For BACS and cash payments you will be contacted to arrange refunds
- If for any reason you cannot attend, please advise us at least 7 days before the event to get a full refund and also enable others on the waiting list to attend.
- In exceptional cases we may offer refunds less than 7 days prior to the event
- Please note that we cannot transfer your booking to a different event.
- Any monies not refunded will be used towards the bursary fund which is used to support those who require financial support to attend mindfulness days or retreats