



JESUS COLLEGE CAMBRIDGE

Intellectual Forum

In booking a place on a retreat at the Intellectual Forum at Jesus College, you agree to the following terms and conditions:

Payment

Your place is held on payment of the non-refundable deposit via Ticket Tailor. The IF will then generate an invoice and send it to you at the email address you provide, within 10 working days.

You then have 28 days to pay the balance of the fee as stated on your invoice, or by 14 days before the start of the Retreat – whichever is soonest.

All bookings are confirmed upon payment of the full balance. If the balance is not received within 28 days, or by 14 days before the start of the Retreat (whichever is soonest) we cannot hold the place and will offer it to other perspective participants. Your deposit will not be refunded.

Cancellation

We strongly recommend that you take out travel insurance to offset any losses you might incur in the case you need to cancel for unforeseen circumstances. To receive a refund (minus deposit) you must cancel at least 30 days before the start of the Retreat.

In the event of a cancellation made by us, all monies paid will be refunded in full.

However, we are not responsible for any other costs (such as travel expenses) incurred by you as a result of the cancellation.

Force Majeure

If the Retreat must be postponed because of circumstances not within our reasonable control, we will endeavour to rearrange it. If you are unavailable on the new dates, we will refund you in full, including your deposit.

Conduct

Retreats rely on a supportive environment that depends on tolerance and understanding of all participants, facilitators, and their work. We therefore ask that you are respectful of the facilitators, lecturers, and other participants to help foster an atmosphere conducive to creativity, productivity, and wellbeing. The facilitators will help to guide you and to set expectations. Considerations include: Active listening when others are speaking or contributing, holding space for each other, respecting the time of sessions by being on time for scheduled activities.

Please note: We reserve the right to ask any participant to leave the Retreat if we consider their behaviour to be unacceptable, or detrimental to the health or well-being of others on the Retreat. In this circumstance, they will not be entitled to a refund.

Technology use

We ask that you turn off your mobile devices during sessions. We suggest that you keep your devices turned off for the duration of the Retreat, and perhaps choose specific times of day to check in. You may want to consider using the Retreat as a break from technology too, and entirely switch off.

The Porters' Lodge can be used as a contact if you need to be reached in an emergency: 01223 339339.

Participation and access

Jesus College is committed to providing a supportive and welcoming environment. All Retreat participants are expected to follow the timetable set by the course. If you have specific requirements, it is important that you discuss these with if-retreats@jesus.cam.ac.uk prior to booking, to establish whether your requests can be met, or alternative provision offered.

Safeguarding

Your wellbeing is our primary concern on this Retreat. Do let us know in advance if you have any health concerns or personal situation that need to be considered during your stay and may affect your engagement with the Retreat activities. Such information will be treated with discretion and in line with our data policies.

We seek that all participants feel welcome, secure, and free to participate fully with the format and discussions of the Retreat. Please feel free to leave a session or take more time to yourself if you feel you need it. Do just let us know when you are leaving or if you are going to miss a session. If you have any concerns for yourself or others during the Retreat in terms of behaviour, health or wellbeing please do approach either of the facilitators in full confidence. And, if you have any feedback or concerns about content or exercises, please do feel free and secure to approach either of the two facilitators.

Damage and cleaning

Jesus College is your home during your stay. Please treat the accommodation, facilities, and grounds with care and respect. We will seek reimbursement for any damage caused or excessive cleaning required as a result of your stay.

Loss

Jesus College cannot accept responsibility for any loss, damage or expense sustained by participants as a result of an event or circumstance whether arising from natural cause, human agency, or beyond its control otherwise.

Smoking

Smoking and/or vaping is not permitted anywhere inside the buildings, and only in designated smoking areas on the College site.

How we use your personal information

The IF's data protection statement can be found on the [Jesus College Website](#).