

HIGHER LIFE MINISTRIES

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SCHEDULING AND CANCELLATION POLICY

We have always endeavored to accommodate our ministry receivers' requests for the timing to receive their ministry. Because of the increase in requests for the RTF ministry we are experiencing different parties desiring the same time slots. We are also experiencing people scheduling ministry then canceling, sometimes a few days before, and another party had requested that same time slot. In desiring to be fair as possible to all parties involved we have established the following policy for scheduling and cancellations. Please understand that the following policy is also necessary to cover our administration costs and to compensate for the loss of anticipated income.

We do request partial payment ahead of time of 30% of the ministry fee. Ministry dates are confirmed upon receipt of the deposit. Please make the check payable to Higher Life Ministries and mail it to the above address or you can make a payment on our website using the "donation" link. The remainder of the fee is due the first scheduled session.

If you must cancel your appointment with us, for any reason, your deposit will be handled as follows:

Cancellation more than six weeks before scheduled ministry – deposit will be returned minus a \$35 administration fee

Cancellation three to six weeks before scheduled ministry – 50% of deposit will be returned

Cancellation less than three weeks before scheduled ministry – entire deposit will be retained

Retained deposits cannot be applied to a future rescheduling of ministry; a new deposit must be made.

If we have to cancel your ministry, for any reason, you will receive back your full deposit.