



Registration Terms, Procedures and Contact Information

1. **Online Payment of Fees** - Online payment can be made via the secure registration form with Visa, MasterCard or American Express.
2. **Payment by Cheque** - Please complete the online registration form and select the 'Pay Later' option on the payment page. All cheques must be made out to 12th World Congress of the Theosophical Society & 5th TOS Conference and MUST be in Canadian funds, drawn from a Canadian bank. Please ensure the registrant's name is marked clearly on the cheque. Send the cheque to 12th World Congress of the Theosophical Society & 5th TOS Conference Registration Secretariat, c/o UBC Conferences & Accommodation, 5961 Student Union Boulevard, Vancouver, BC Canada V6T 2C9. Payment by cheque will not be accepted after April 16, 2025.
3. **Payment by Wire Transfer**- Please complete the online registration form and select the 'Pay Later' option on the payment page. Contact the 12th World Congress of the Theosophical Society & 5th TOS Conference Registration Secretariat at registration@housing.ubc.ca or at 1-604-822-1050. The Secretariat will issue you the wire transfer banking information. Please note that a processing fee of CAD \$8.50 applies for all wire transfer payments. Wire transfer payments can only be accepted on first time payments. All other payments must be made by credit card. Payment by Wire Transfer will not be accepted after April 16, 2025.
4. **Confirmation** - Your registration and payment will be confirmed by an automatic email. Please use this confirmation as your registration receipt.
5. **Cancellation Policy**
 - Please note that after payment is received, any change/cancellation will be subject to an administrative fee of \$35CAD
 - **Cancellation Deadline:** You may cancel your registration at any time before June 30, 2025. Less a \$35 administration fee.
 - **Registration Fees:** Please note that registration fees are non-refundable.
 - **Refunds for Meal Packages and Tours:** Meal packages and tours can be refunded if the cancellation request is submitted in writing to registration@ubc.ca by 12:00 AM PST on June 30, 2025. Meal packages and Tour cancellations will incur a \$35 administrative fee.
 - **No Refunds After Deadline:** Meal and Tour cancellations received after June 30, 2025, will not be eligible for a refund.
6. **Privacy Notification** - When you register to attend an event, UBC collects certain personal information from you (such as your name and contact information) in order to process your event registration request. UBC collects this information under the authority of Section 26(c) of the BC Freedom of Information and Protection of Privacy Act (FIPPA). This information will be shared with the event organizers and UBC's payment processor solely for completion of your event registration request. UBC will not share this information with any other parties.

When you register for an event at which food is served, we may ask you to provide personal information about special personal dietary requirements or restrictions (such as food allergies) to



help us accommodate your needs. If you choose to provide this information to us, we may share some or all of this information with catering and serving staff as necessary solely for the purpose of accommodating your specific needs.

When registering for events at certain venues, we may ask you about personal accessibility requirements or restrictions to help us accommodate your needs. If you choose to provide this information to us, we will share some or all of this information with event organizers and event support staff as necessary to accommodate your specific needs. We may also share some of this information, in aggregated form, with event organizers to assist in better planning and selection of venues for future events.

Should you have any questions or concerns about the information we collect, or the privacy & security of that information, please contact registration@housing.ubc.ca.

7. **Letter of Invitation** - A letter of invitation is issued solely for the purpose of assisting participants with visa applications and/or to obtain funding for their attendance at the conference. Such a letter does not imply any financial obligation on the part of the conference organizers. If you require a letter of invitation, please contact the Registration Secretariat at registration@housing.ubc.ca or at 1-604-822-1050 as soon as possible. Please note that your registration must be complete and paid in full before an invitation letter will be issued.
8. **Photo and Video Release** - Photos and videos may be taken during the 12th World Congress & 5th TOS Conference of the Theosophical Society. These photos may be used in other publications, brochures, website, social media, mobile apps to promote the Theosophical Society. By virtue of your attendance, you agree to usage of your likeness in such media. If you have any questions or concerns about the Photo and Video Release, please contact registration@housing.ubc.ca.