

due to any other reason where the arbitrator decides that a postponement is necessary, the case administrator will notify the parties as soon as practicable as to the postponement and the date(s) of the rescheduled arbitration hearing. The case administrator shall make every effort to accommodate the requests of the parties as to a convenient date(s) to conduct the rescheduled arbitration hearing.

- (c) Any scheduled arbitration that is cancelled more than 21 days in advance of the scheduled arbitration date shall receive a full deposit refund less applicable administrative charges incurred and any billable time and expenses from the arbitrator. An arbitration that is cancelled between 7 and 21 days in advance of the scheduled arbitration date shall receive a 50% deposit refund less applicable administrative charges incurred. Any scheduled arbitration that is cancelled less than 7 days in advance of the scheduled date shall receive a 25% deposit refund less applicable administrative charges incurred. If the arbitration is permanently cancelled or postponed for more than 60 days, all time and expenses of the arbitrator that have accumulated and all prepaid expenses such as airfare expenses, non-refundable meeting room rentals, etc. are also fully chargeable to the parties and are to be considered reimbursable expenses and shall be deducted from any refunds.
- (d) Any dispute resolution session that is cancelled or postponed less than 72 hours prior to the scheduled session is subject to an additional \$300.00 cancellation or postponement fee, which is payable by the party responsible for the cancellation or postponement. If the session is permanently cancelled, all time and expenses that have accumulated and all prepaid expenses such as airfare expenses are also fully chargeable and are reimbursable to CDRS.
- (e) Special postponement and cancellation fees may be arranged with the Administrator prior to signing the "Agreement to Arbitrate".