



Helping To Make A Difference One Student At A Time

Training/Conference Cancellation/Refund Policy

- 1) All requests for cancellations/refunds shall be in writing to the Treasurer

- 2) A 100% refund shall be granted if the request is postmarked at least 5 BUSINESS days prior to the start of the activity. The Treasurer shall confirm that the fee was received and issue the refund.

- 3) Exceptions for extenuating circumstances to item #2 may be granted upon approval of the Treasurer, Vice President, and President. Decisions will be made on a case-by-case basis and may result in a partial or full refund. The decision of the three officers is final.