

Refund Policy

Our refund policy can vary based on the type of event and circumstances. Our general and preferred practice is to fully refund members, less any processing fees incurred by the Chapter, whenever we can. However, there are some situations in which it may not be possible. Some events require a minimum number of participants to hold the event (i.e., skills-based training). A cancellation could possibly result in an event being cancelled due to lack of sufficient numbers. Others, such as a catered event, require a final number guarantee at least a week prior to the event; cancelling less than seven (7) days before the event would result in additional cost to the chapter.

Event requiring a minimum number of attendees

You may request to cancel your pre-paid registration for a refund, less any processing fees incurred, if cancelled a minimum of three (3) days in advance of the event. This gives us a chance to fill your spot. Any cancellation request received short of the three-day (3) minimum will be contingent upon finding a substitute.

Event requiring a final attendee guarantee

If the event is one that requires a final attendee guarantee for catering (for example, our Kickoff and End of Year Member Recognition events), a cancellation and request for a refund, less any processing fees, requires a seven-day (7) notice. Any cancellation request received short of the seven-day (7) minimum will be contingent upon the chapter confirming a substitute for your spot.

The Board of Directors reserves the right to sole and absolute discretion in all refund amounts. When you register for an event, you agree to these terms.

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