



Child and Youth Care Association of British Columbia



Transitions and Transformations:

Influencing Change Through Relational Practice

Payment and Cancellation Policy

Registration for Event

1. If you register online and you choose the “pay by cheque” option, **your registration confirmation is your invoice, and payment is due upon receipt.** Please ensure that your payment reaches The CYCABC office 30 days PRIOR to the date of the event. If payment is not received in our office by 30 days PRIOR to the event, your registration will be cancelled.
2. Registrants who **cancel 60 days prior to the event** will receive a **refund less \$50.00 per person administration fee.** Registrants who **cancel 30 days prior to the event** will receive a **50% refund less \$50.00 per person administration fee.** These dates will be posted on the event registration page.
3. ***There will be no refund issued if cancellation occurs within 30 days of the event***
4. **Registrations are transferrable to a different person** for the same event. Please contact the CYCABC for assistance. **Registrations are NOT transferrable to another event.**
5. Registrations made after on-line closing date and non-registered at-door arrivals (space permitting) will be invoiced at the full event rate plus a \$50.00 per person administration fee.
6. Credit Card payment is accepted on-line only via PayPal. Cash and E-transfer will be accepted at the door.
7. For alternative payment and invoicing options please contact the CYCABC at admin@cycabc.com.