

# REFUND OR TRANSFER OF REGISTRATION FOR CONFERENCE OR WORKSHOP POLICY



**POLICY NUMBER:** E001-01

**DATE APPROVED:** December 2016

**DATE TO BE REVIEWED:** December 2019

**DISTRIBUTION:** NSAMRT Registrants

**COMMITTEE:** Education Committee

**DATE(S) REVIEWED (REVISED):** XXXX

**ISSUING AUTHORITY:** NSAMRT Board

**APPROVAL:** 

## POLICY

If a conference registrant is unable to attend a conference they can transfer registration to another member for a \$25 administrative fee.

Conference registrants canceling their registration a minimum of two weeks prior to the event will receive a full refund of the conference registration fee, less a \$25 administrative fee. No refund is available if less than two weeks until conference/workshop start date.

## RATIONALE

Event planning typically requires final numbers of attendees be submitted 2 weeks prior to an event. Therefore if a conference registrant cancels less than two weeks prior to an event the costs associated with the registrant still exist.

## PROCEDURE

Transfer of registration for an event must be sent in writing to [info@nsamrt.ca](mailto:info@nsamrt.ca) or to the education chair and received 2 days or more prior to the start date of the conference or workshop.

Cancellation requests must be made in writing to [info@nsamrt.ca](mailto:info@nsamrt.ca) or the education chair and received 14 days or more prior to the start date of the conference or workshop.

Approval of transfer or cancellation will be made by the individual responsible for conference/workshop registration. Once approved they must send written notification of the approval to the registrant and if a refund is requested send request to chair of finance.

All refunds will be in form of a cheque that will be mailed out and can take 4-6 weeks after refund request is made to be received.

\*In extenuating circumstances such as family death or an acute medical issue arises and a registrant is unable to attend they can submit a written request for a refund and the education committee will vote on the request. Committee can ask for proof to support request for refunds that are less than two weeks prior to event start date.