

# **Cancellation/Refund Policy**

## **Cancellations**

Cancellations more than 7 days in advance of a class will receive full credit towards similar classes to be taken within six-months of the original class date. For cancellations less than 7 days prior to class, refunds will be handled on a case-by-case basis. Please contact the chapter for more information.

No refunds except for special circumstances. Refund requests must be in writing and subject to approval by the VP of Education and subject to a \$25.00 administration fee.

## **No Shows**

No refunds, credits or makeups for "no shows". If you cannot attend a class you have signed-up for, please return to the event, select sign-up and on the "Universal Registration Form" select "Cancel" instead of "Reserve". Certain restrictions on last minute cancellations may apply. Alternatively, you can call the office to let us know.

If you have questions about our cancellation and/or refund policy, please feel free to contact us.

## **Late Registration Fee**

Registrations made less than 7 business days in advance of a class or event will be charged a late fee of \$50 for CPIM, and \$75 for CSCP.