

CHSE POLICY

ON CANCELLATION AND REFUND

REFUND AND CANCELLATION POLICIES FOR ALL CHSE ACTIVITIES

It is recommended that planning committees establish policies with regard to registration cancellation and refunds. The policy should indicate the amount of the refund and the timelines refunds will be honored and processed. It is suggested that a specified amount as a percentage of the registration fee be identified as non-refundable and retained for administrative and processing purposes.

THE CHSE PROGRAM REFUND AND CANCELLATION POLICY

The CHSE program reserves the right to cancel or reschedule an activity due to insufficient registration, cancellation by the planning committee or any other circumstances that are beyond our control. The CHSE Program will attempt to contact all registrants by the same method they registered. Registrants will receive full refund of registration fees.

Registrants cancelling their registration up to 14 days before the activity will be refunded less a 25% of the registration fee to a maximum of \$50.00. No refunds will be issued for cancellations received after this date.

The CHSE Program does not assume any liability for any airfare, travel, hotel or other damage that may arise from cancellation.