

## **REFUND POLICY - IIA Central Virginia Chapter**

**No refunds after the announced event cutoff date**, which is 7 to 10 days prior to Breakfast, Luncheon, or Dinner meetings and may be up to 30 days prior to 1-day or 2-day seminars. However, **substitutes are always permitted**, and advance notice is preferred to ensure the substitute has a name tag, CPE, etc.

Full refund, less a \$2.00 processing fee, is permitted prior to the announced cutoff date. Special allowances may also be made in emergencies by contacting the event coordinator(s) ([john.k.causey@dom.com](mailto:john.k.causey@dom.com) or [john.allen@dgif.virginia.gov](mailto:john.allen@dgif.virginia.gov); and [CentralVirginiaIIA@gmail.com](mailto:CentralVirginiaIIA@gmail.com) ) as soon as known.

Cutoff dates are generally when meal guarantees are made, & facilities and speaker(s) are committed. Cancellations or “no shows” after cutoff dates result in uneaten meals and other potential losses (facilities costs; speakers’ fees) for the chapter unless paid for by the potential attendee.