WNY IIA Cancellation Policy

**Purpose:**
To outline the process when a person needs to cancel their registration to a Chapter event (e.g., monthly training meeting, networking social).

**Policy:**

**General:**
All cancellation requests **must** be sent via email to the chapter outlook email address, the secretary, vice president, or the President. Due to financial obligations and other considerations, cancellation requests must be received prior to the start of the event.

The Chapter may make changes to this policy as deemed necessary. Any changes to the policy will be communicated via email and will be posted on our website.

**Chapter Initiated Cancellations:**
The Chapter reserves the right to cancel an event due to insufficient participation or other unforeseen circumstances. If the Chapter cancels an event, for reasons other than inclement weather*, the Chapter will notify registered attendees a week prior to the event. Paid registrations will be refunded or applied to the event, if rescheduled. Registrations paid by check will be processed no sooner than 10 business days after the date of the check.

**Attendee Initiated Cancellations:**
If a registered attendee needs to cancel their registration, the cancellation procedures are as follows:

<table>
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<tr>
<th>Receipt Date of Cancellation Request</th>
<th>Refund Amount</th>
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| More Than One Week Prior to Event   | • If initially paid by check, full refund will be issued by check.  
                                         • If initially paid by credit card, full refund will be credited back to the credit card. |
| Between Two and Six Days Prior to Event | • If initially paid by check, 50% of the registration fee will be refunded via a credit towards a future meeting. The meeting must take place within the same fiscal year (September through June).  
                                            • If initially paid by credit card, 50% of the registration fee will be refunded via a credit towards a future meeting. The meeting must take place within the same fiscal year (September through June). |
| Less Than Two Days Prior to Event/No Shows | No Refund |
Special Circumstances:
The Chapter acknowledges that extenuating circumstances may cause an attendee to cancel their registration. In these instances, refund considerations will be made by the President or Vice President on a case by case basis.