

## Conference Cancellation Policy

- 1.) If a registrant is unable to attend the conference for any reason they may substitute, by arrangement with the registrar, someone else from the same institution/organisation.
- 2.) Where a registrant is unable to attend, and is not in a position to transfer his/her place to another person, then the following refund policy will apply:
  - a. Registrations cancelled in writing with more than 60 days notice before the conference will be refunded 80% of the registration fees in order to cover administration costs.
  - b. Registrations cancelled in writing with less than 60 days notice but more than 30 days notice before the conference will be refunded 50% of the registration fees.
  - c. Registrations cancelled less than 30 days before the conference will not be eligible for a refund.
- 3.) In the unlikely event that the conference is cancelled for any reason, a full refund will be issued to the registrant, minus any administration fees.

### **Refunds**

Refunds will be made in the Following way:

- 1.) For Payments received by Pay Pal/Credit Card, the same account will be credited minus the transaction fee.
- 2.) For Payments Received by Bank Draft or Cheque, a cheque will be sent payable to the original payee.

*“This event has been approved for CPD credits for members of the PSI”.*