

CUWFA 2019 Conference Cancellation Policy Reconciled Draft 8/28/2018

All CUWFA Conference cancellations and requests for refunds must be made in writing as well by email to the CUWFA Treasurer via treasurer@cuwfa.org with a copy to president@cuwfa.org. Telephone requests will not be honored. Please use [CUWFA's Refund Request Form](#) found on the website. CUWFA will retain an administrative fee of \$25.

A registrant can expect confirmation within a week from receipt of a refund request. CUWFA is not responsible for circumstances beyond our control such as weather conditions, campus conditions, cancelled flights, etc. No refunds will be given in these situations. The final decision on a refund rests with the CUWFA President and Treasurer.

Registrants may send a substitute in their place in lieu of requesting a refund. Transfers can be made any time prior to the conference by contacting the CUWFA Treasurer via treasurer@cuwfa.org. If a CUWFA member transfers a conference registration to a nonmember, the nonmember must pay the difference in member and nonmember rate at the time of transfer, in addition to the \$25 transfer fee.

Cancellation charges: 75% of the registration fee will be refunded 42 days (or 6 weeks) prior to the conference; 50% of the registration fee will be refunded 28 days (4 weeks) prior to the conference. No refunds will be granted 21 days (3 weeks) prior to the conference, unless in accordance with the Emergency Policy below. Please use [CUWFA's Request Form](#).

Emergency Illness or Death of Registrant or Immediate Family Member

a refund may be granted if a registrant is unable to attend the conference due to a family death, illness, or other extraordinary circumstance. In such a circumstance, the Treasurer or President must be contacted by phone or e-mail. A refund will be subject to a 25% processing fee. A refund request will be reviewed by the CUWFA Board Executive Committee within 60 days of the request.