



Section:	2. Meetings
Subpart:	2.1. Registrations
Policy No.:	2.1.2.
Title:	Refund Policy
Effective:	October 2003
Revised:	N/A

Refund Policy

Purpose: To Establish a policy for addressing requests for refund of registration fees for Interim and Annual Meetings.

Background: As meeting dates approach, commitments are made for food and beverage services and special events. Registration fees are used in part to offset these costs. The Board of Directors recognizes that situations can occur where members may register and then find they are unable to attend. This policy sets the guidelines for determining whether a refund will be granted, and the amount of the refund.

Policy:

1. Requests for refund made prior to the early bird deadline will be subject to a 15% penalty.
2. Requests for refund made after the early bird deadline will be subject to a 50% penalty.
3. Requests for refund after the event has commenced will be denied.
4. Refunds will only be made on registration fees paid to NCWM.

Exceptions:

1. Requests for refund made because of a state-declared natural emergency will be granted in full.
2. Requests for refund due to personal medical emergencies shall be considered based on documentation. In such instances, a full refund may be made.