

MID-ATLANTIC ADMINISTRATIVE PERSONNEL ASSOCIATION

Cancelations, Refunds, and Transfer Policy

Cancelation/Refunds: After a conference registration has been paid and a registrant realizes he/she is unable to attend the conference, he/she may receive a refund, less \$50 processing fee, by contacting the Mid-Atlantic Executive Committee within 30 days of the conference. For cancellations made after the 30 days, a \$100 processing fee will be assessed. *No refunds will be given for cancellations made within fourteen (14) of the conference.*

Transfer: If a conference registrant is unable to attend for any reason, he/she can transfer his/her registration to another person without penalty. Simply email a copy of the confirmation letter with a cover letter stating the request along with a completed registration form from the new registrant to the Mid-Atlantic Executive Committee.

Formerly Adopted by the Mid-Atlantic Executive Board
June 2, 2016
Niagara Falls, NY