IIA Central Iowa Chapter

Event Refund and Cancellation Policy

Monthly Meeting, Seminar, Networking Event, and Conference Reservation Payment and Refund Policy

Effective Date: 4/8/2016  Last Revision Date: 04/04/2017

Chapter Owner: 2ND VP / Treasurer

Board Approval: 5/21/2018

Policy

To help keep the cost of our events reasonable, we have implemented the following payment and refund policy:

When making a reservation, you will be responsible for payment unless you cancel by the reservation deadline posted at the conference/seminar/meeting/event page on the Central Iowa Chapter IIA's website.

Full payment will be expected from individuals who have 1) RSVP’d and do not show up or 2) for those individuals cancelling after the reservation deadline.

Refunds

If you prepaid, you will receive a full refund by cancelling before the reservation deadline posted at the conference/seminar/meeting/event page on the Central Iowa Chapter IIA's website.

Refunds will not be processed for no-shows and for cancellations received after the reservation deadline. A company is welcome to make a substitution (employees from the same company only) in place of an existing reservation.
If a nonmember is substituted in place of a member's reservation, the higher nonmember fee will apply.

Email cancellations/substitutions to CentrallowaChapterIIA@gmail.com or named individual posted on the event page.

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, the Chapter will notify registered attendees a week prior to the event. Paid registrations will be refunded. Registrations paid by check will be processed no sooner than 10 business days after the date of the check.

Exception Process

In the event of an unexpected circumstance, exception to this policy must be approved by two board members.

Sincerely,