

# **KANSAS NAHRO REGISTRATION & CANCELLATION POLICY**

## **CANCELLATIONS**

The following will apply to ALL cancellations, regardless of the reason for the cancellation:

- a) All cancellations must be received ***IN WRITING*** by the Service Officer or other designated representative. Acceptable forms of written requests are e-mail, fax, and/or US Postal Service.
- b) Cancellations received at least three (3) days prior to the beginning of the conference will be entitled to a full refund.
- c) Cancellations received less than three (3) days prior to the beginning of the conference are not subject to refund; however, refund requests due to special circumstances may be submitted, in writing (e-mail, fax, US Postal Service) and addressed to the Executive Board. Such requests must state the special circumstances that required cancellation. In considering such requests, the Executive Board will consider expenses incurred, including but not limited to meals, breaks, and other administrative costs.
- d) No requests received more than fourteen (14) days after the last day of the conference will be considered.

## **SUBSTITUTIONS**

Conference attendee substitutions will be allowed, as follows:

- a) Notification, in writing, to the Service Officer at least three (3) days prior to the beginning of the conference will not incur any charges or penalties;
- b) Substitutions less than three (3) days prior to the beginning of the conference will incur a \$25 Administrative Fee per registration.

## **MEALS**

Additional meals may be purchased in advance (at least three [3] days prior to the beginning of the conference) at cost. Meals for registered attendees not so reserved on the Registration form will incur a \$25 Administrative Fee per person.