



## **CHRMS Operating Policies & Procedures**

**Subject:** Event Cancellation Policy

**Effective Date:** 2009

**Last Review:** 11/3/2010, 05/31/2017

### **POLICY:**

- A. CHRMS provides program, webinar, or event registrants the ability to cancel registration and obtain a full refund if the individual notifies a committee co-chair within the defined time period.
- B. Cancellations are accepted when received in writing (including e-mail) 72 business hours prior to the scheduled program or event. Any cancellation requests received less than 72 business hours prior to the scheduled program or event will not be refunded.
- C. When a registrant fails to timely request cancellation, payment is expected and an invoice will be issued.

### **REVIEW:**

This CHRMS policy and procedure shall be reviewed as necessary by the Executive Board.