



## **Conference Registration Refund Policy**

We understand that unforeseen circumstances can arise, impacting your ability to attend our conference. However, please be aware of the following refund policy:

1. **Cancellation & Refunds:** All refund requests must be received in writing no later than 60-days prior to the conference event date via email to [conference@nafcc.org](mailto:conference@nafcc.org). Cancellations will incur a \$70 administrative fee which will be deducted from the refund. All approved refunds will be sent via check within 90 days after the conclusion of the conference.
2. **No Refunds for Travel related issues:** We do not offer refunds for conference registrations due to any travel-related issues such as airline challenges.
3. **Transfer Policy:** If you are unable to attend, you may transfer your registration to a colleague. Please contact us at [conference@nafcc.org](mailto:conference@nafcc.org) at least 14 business days prior to the event to arrange this transfer. **Note:** Registrations transferred to another individual or changes to pre-conference workshop session selections will incur a \$70 administrative fee.
4. **Cancellation by Organizer:** In the unlikely event that the conference is canceled or rescheduled by us, we will provide a full refund or offer the option to transfer your registration to the rescheduled event.
5. **Travel Insurance:** We recommend purchasing travel insurance to cover potential travel disruptions and associated costs.

If you have any questions or need assistance, please contact us at [conference@nafcc.org](mailto:conference@nafcc.org). We appreciate your understanding and look forward to your participation at our conference event.

Thank you,

NAFCC Conference Team