



Appalachian Region-PCA Event Registration/Cancellation Policy

First Draft - 22 October 2019

This policy applies to all Appalachian Region-PCA events for which registration with required advance fee payment and a specific cancellation policy is not otherwise stated.

Registration

- An Appalachian Region or PCA member is registered (a 'registrant') when all registration forms are completed to the satisfaction of the event director, all accompanying fees have been paid to the Region and such has been accepted and processed by the Appalachian Region-PCA.

Registrant Cancellation

- To cancel an event registration, a registrant must notify the event director or event registrar seven (7) days prior to the start of the event in writing via email or US mail.
- Cancellation is not official until return notification is made by event director or event registrar.
- Cancellation within seven (7) days of start of the event will be considered as 'not attending' with no refund being issued except under extraordinary circumstances. Any refund under extraordinary circumstances must be approved by the Appalachian Region Board of Directors.

Refund

- Refund will be offset by incurred cost to the Appalachian Region-PCA. If a non-refundable cost is incurred by the Region prior to the event, refund will be reduced by the per participant non-refundable cost.
- If a registrant cancellation results in the committed number of participants falling below the event requirement, no refund will be issued.
- Refund amount may be subject to deductions based on cost to the Region to issue refund (administrative costs such as postage, bank fees, etc.) as determined by the Region Treasurer.
- If the Region Treasurer is holding a registrant's event fee payment by check at the time of participant cancellation, check may be securely destroyed in lieu of issuing a refund as long as the fee payment is not subject to non-refundable incurred cost. If registrant requires check return, the return may be subject to billed administrative costs.
- If desired and deemed acceptable by event director or event registrar, registration may be transferred to another Appalachian Region or PCA member in good standing ('wait list' or otherwise). If transfer is allowed/approved, the Region incurs no responsibility for refund.

Event Cancellation

- The Appalachian Region-PCA, at its sole discretion, may cancel an event at any time prior to the start of the event. The Region will refund all payments within thirty (30) days of event cancellation notice.
- Registrants will be notified by email of event cancellation within twenty-four (24) hours of cancellation determination. Cancellation notice will be posted to the Region website within seven (7) days of cancellation determination.

Denial of Admission

- The Appalachian Region-PCA Board of Directors and/or the event director reserves the right to deny admission to any event attendee believed not to meet the qualifications to attend, appearing to be impaired to the detriment of event/attendee safety and/or having provided fraudulent information during registration. Any attendee may be asked to leave the event for any reason, such as exhibiting unruly or disruptive behavior. There will be no refunds issued to anyone denied admission/asked to leave.