ONTARIO ASSOCIATION ON DEVELOPMENTAL DISABILITIES
FINANCIAL POLICY

POLICY: **RETURN/REFUND: CONFERENCE**	SECTION NO: 01
EFFECTIVE DATE: 6-Nov-17 APPROVED BY: Board of Directors	POLICY NO: 07.2
REVISION DATE: APPROVED BY:	PAGE NO: 1

POLICY:

As approved by the Board of Directors the Conference committee is responsible for determining appropriate fees for conference and event registration and sponsorship. The Committee is also responsible for determining appropriate refund policies; all such policies will be reviewed and approved by the Board of Directors.

GUIDELINES

Refund of conference fees on cancellation of registrations allowed as follows:

1. Registration for all events is confirmed by email

2. Cancellations received in writing (via email) up to 30 days prior to the conference/event will be refunded less a $50 administrative fee

3. No refund will be issued for cancellations received with 30 days or less remaining before the conference/event start date

4. Substitutions for participants is acceptable upon notification