



## Symposium Cancellation Policy

Effective: October 19, 2013

Approved by: Kathy S. Thumma, BSN, RN, NE-BC

All cancellations must be received in *writing* to the current TSSCVPR President via email. The registration fee will not be refunded but will be applied to the following year's symposium according to the following guidelines:

- Up to 2 weeks prior to the event- 100% will be applied to next year's symposium fee
- 2 weeks to the day before the event (Thursday)- 50%
- Day of event- no refund

Fees for cancelled attendance may be **transferred** to another member if the person canceling is unable to attend the event. This request must be received in *writing* to the President and include the name of the person that cancelled attendance and the name of the person that is to receive credit for that cancellation. Requests must be received within 2 weeks of the event. Refunds are not granted for failure to attend (no shows), late arrivals, unattended events or early departure for any reason.

***This policy regarding cancellation of symposium attendance was approved by the TSSCVPR Board on October 19<sup>th</sup>, 2013.***