

## Cancellation/Refund Policy

Policy Last Reviewed March 1, 2013

The APICS-Chicago Cancellation/Refund Policy differs according to the event type. Please read the cancellation and refund policy below according to the type of event you are attending.

### **Dinner Meetings (PDM)**

Cancellations are allowed up to twenty-four (24) hours before the event starts. If you have paid in advance with a credit card or check and your cancellation is received no later than 24 hours before the event starts, APICS-Chicago will provide a full refund.

Cancellations and Refunds after the event starts will not be allowed and you will forfeit any payment made.

### **Education Classes, Seminars and Other Programs**

APICS-Chicago reserves the right to cancel any class, seminar or other educational program for any reason. Registrants will be notified by phone or e-mail 14 days before a class is scheduled to start if the class has been cancelled, and all collected fees will be refunded.

- You may cancel your reservation at any time, subject to the following. Cancellations made prior to 14 days (day 15 or more) before a class can be done on-line and all collected fees will be refunded.
- Cancellations later than 14 days before a class must be received in writing either via e-mail to [info@apics-chicago.org](mailto:info@apics-chicago.org) or via regular mail to APICS-Chicago, Attention Public Education Coordinator; P.O. Box 2007, Glenview, IL 60025-6007. Please be sure to reference the specific course, location, and date.
- Cancellations received less than 14 days but more than 3 days before scheduled classes are subject to a \$100.00 cancellation fee.
- No refunds will be made for cancellations received less than 3 days prior to a class.
- If you fail to attend a class for which you were registered, without notifying APICS-Chicago as above, you forfeit the class fee.

You may substitute another person in your place for any class that you have registered and paid for, at any time, up to and including the first class session. Prior notification to APICS-Chicago of your intention to make a substitution is desired in writing either via e-mail to [info@apics-chicago.org](mailto:info@apics-chicago.org) but not mandatory

### **Processing a Cancellation/Refund**

Any time before the event starts, click on the sign-up link for the event and from the Reservation dropdown select "Cancel" and your refund will be processed.