

Program and Arrangements Committee Conference Registration Refund Policy

Circumstances, mostly unforeseen, will sometimes keep registered persons from attending Annual Conference after they have registered as delegates or non-delegates. The following will apply to refund requests made to the Annual Conference Office by churches or individuals.

Delegates

If it is known in advance of Conference that a registered delegate from a congregation cannot attend, for whatever reason, the congregation should attempt to find a replacement and notify the Annual Conference Office. Once notification has been received, the replacement name will be entered in the registration database. If the congregation cannot arrange for a replacement, a full refund will be made to the congregation.

After Conference, a full refund will be made to congregations for a registered delegate who could not attend due to an emergency situation, provided the congregation makes the request to the Annual Conference Office by July 31.

Non-Delegates

If it is known in advance of Conference that a registered non-delegate cannot attend, for whatever reason, the individual will receive a full refund, upon request to the Annual Conference Office.

Once Conference begins, no refunds will be made to a registered non-delegate that could not attend for any reason.

August, 2005