



south carolina chapter

**Policy Title: Refunds**

**Revised Date: September 20, 2023**

**Reviewed Date: September 22, 2023**

**Approved Date: September 22, 2023**

**Effective Date: October 1, 2015**

**Page 1 of 2**

**POLICY: REFUNDS POLICY**

The Chapter shall refund registration fees if the registrant notifies the Program Chairman, Treasurer, or Accountant at least 5 days prior to the meeting. Registrant will be charged a cancellation fee of \$50.00 for major institutes and \$25.00 for one day sessions. Persons registering for programs who fail to attend the program and fail to cancel the registration within 5 days prior to the program date will be responsible for making payment of the entire registration fee. Emergency cases will be considered individually. Substitutions are permitted.

Exhibitor cancellations must be received a minimum of ten (10) days prior to any meeting to be eligible for a refund. However, if the Chapter is able to find a replacement exhibitor then a full refund may be provided without consideration of the 10 day minimum. The language from these first two paragraphs shall be included in all registration materials including but not limited to CVENT

A check request form (see Attachment A) requesting a refund must be submitted to the Treasurer by the Program Chairperson or Program Coordinator.

---

Policy Committee: September 22, 2023 \_\_\_\_\_

Policy Committee Chair Signature/Date: 09/22/2023 *Woody Quinn*

SCHFMA Board Review Date: January 31, 2024 \_\_\_\_\_

SCHMFA President Signature/Date: 01/31/2024 *Jen Hayes*



south carolina chapter

**Policy Title: Refunds**

**Revised Date: September 20, 2023**

**Reviewed Date: September 22, 2023**

**Approved Date: September 22, 2023**

**Effective Date: October 1, 2015**

**Page 2 of 2**