**UWNYS Conference Cancellation Policy**

**Refunds and Cancellations – Non-emergency**
**If you cannot attend the Conference, you may transfer your registration to another attendee or request a refund.**

There will be no *penalty* for cancellations received on or before the date 30 days prior to the first day of the annual conference. The full amount paid minus a 10% processing fee will be refunded. No membership fee will be refunded.

A cancellation fee of 50% of total registration costs will be applied for cancellations received between 29 to 10 days before the annual conference.

No refund will be issued for cancellations received less than 10 days before the first day of the annual conference, unless in accordance with the Emergency Policy below.

Transfers can only be made if requested by a deadline of 10 days prior to the conference.

All cancellations or requests for transfer must be sent in writing via e-mail or regular mail to the conference registrar (UWNYS President). Telephone requests will not be honored. Please email cancellations, if possible, and expect confirmation within two days. If necessary to cancel by USPS, please allow sufficient time for a response.

UWNYS is not responsible for problems beyond our control such as weather conditions, facility conditions, etc. No refunds will be given in these situations. The final decision on refunds rests with the UWNYS President and MAC Chair.

**Emergency Illness or Death of Registrant or Immediate Family Member**
**Refunds may be granted if an attendee is unable to attend the conference due to a family death, illness, or other extraordinary circumstance. In such a circumstance, the Main Office must be contacted by phone, letter or e-mail. If initial notification is by phone, it must be followed up in writing. Refunds will still be subject to the 10% processing fee and any membership fee will be retained.**

**Important dates:**

Prior to June 15, refunds can be arranged, minus 10% processing fee and transfers for registration can be authorized.

June 16- July 4 50% refund can be arranged, minus 10% processing fee

July 4 Last date to request transfer of registration

July 5-14, no refunds will be granted, unless covered by emergency illness or death scenario above.

July 14, 2020 conference begins