



REFUND GUIDELINE:

Program attendees should properly plan for ASPPA Benefits Council of Greater Cincinnati (ABCGC) events. However we, the ABCGC Board of Directors, recognize that from time-to-time unforeseen events conflict with program attendance and a request for refund may be necessary. Therefore, we have established these guidelines to assist program attendees with scheduling conflicts:

Refund Guideline:

1. If a written request for cancellation is received three (3) business days prior to the program date (deadline date), the full registration fee will be refunded minus a \$5.00 cancellation fee.
2. After the deadline date close of business, the registration fee is non-refundable. The registrant can transfer to another individual at any time, even on-site.
3. If an attendee does NOT notify the ABCGC timely, as stated above, and simply fails to attend the event no refund or credit will be provided due to the cost incurred by the ABCGC for room reservation and catering expenses.

Please e-mail abc@asppa.org and VPofMembership@asppacincinnati.com to request a refund or make changes to your registration.

We hope this guideline is flexible and persuades attendees to continue supporting the ABCGC. We also encourage all attendees to become members of ASPPA and the ASPPA Benefits Council of Greater Cincinnati and enjoy the benefits of membership.

Links to ASPPA websites:

www.asppa.org

<http://www.asppacincinnati.com/join.htm>