

## APPA's Cancellation Policy

### Cancellation Policy

APPA will refund the full cost of your registration if you cancel by **May 1, 2016**. Your request for cancellation must be made in writing to us at [education@appa.org](mailto:education@appa.org). Should you cancel your registration from **May 2nd to May 31st**, APPA will refund your registration fees minus 45% of the amount previously paid. Any request for cancellation received after **May 31st** will result in a complete forfeiture of fees previously paid. **NOTE: APPA is not responsible for any travel or lodging charges incurred.**

### MAPPA's Cancellation Policy

Cancellation notices are to be submitted via email to [mappa2016@iastate.edu](mailto:mappa2016@iastate.edu) (by August 1 for Business Partners; by September 1 for other attendees). MAPPA will refund the full cost of registration, minus any credit card fees incurred, for cancellations received before September 1, 2016. After this date, no refunds will be issued. If you are unable to attend, we welcome you to substitute someone in your place. MAPPA is not responsible for any travel or lodging charges incurred. Please contact us for additional information

### RMA Cancellation Policy

#### Event Cancellation Policy

If you cancel your registration 15 or more business days prior to the start of the event, you will receive a full refund. If you cancel 6–14 business days prior to the event, you will be subject to a service fee equal to 50% of the registration fee. If you cancel 5 or fewer business days prior to the event, you forfeit the entire fee. If you fail to attend the event, you forfeit the entire fee.

**Please note: Written (fax 215-446-4100 or email [registrar@mahq.org](mailto:registrar@mahq.org)) cancellation is required to process all refunds.**

In the event the course is cancelled by RMA, you will receive a full refund for registration fees. However, RMA does not assume responsibility for any other expenses, including the purchase of airline tickets, incurred by you in connection with attending the event.

### SUGGESTED CAPP OFFICIAL CANCELLATION POLICY

**CAPP will refund the full cost of your registration, minus any credit card fees, if cancellation is received 30 days prior to the event. If you cancel within 10 days prior to the event, CAPP will refund 50% of the registration fee. No refunds will be issued for cancellations received less than 10 days prior to the event. CAPP will allow substitutions for individuals unable to attend. CAPP will not be responsible for any travel or lodging charges incurred. All cancellation requests must be received, in writing prior to the dates above.**

**If an event is cancelled by CAPP, full refunds of registration fees will be processed. However, CAPP will not assume the responsibility of any other travel expenses, including airfare and/or hotel charges, in connection with the event.**

**All refunds will be returned to the organization/individual from which CAPP received the funds. All refunds will be processed in the form of a check. Credit card refunds will be not processed.**