

## Cancellation/Refund Policy

### Cancellations

The APICS Peel Chapter Cancellation/Refund Policy differs according to the event type. Please read the cancellation and refund policy below according to the type of event you are attending.

### Professional Development Events (evening)

Cancellations are allowed up to one (1) day before the event starts. If you have paid in advance with a credit card or check and your cancellation is received no later than 1 day before the event starts, the APICS Peel Chapter will provide a full refund.

**Cancellations** and **Refunds** after the event starts will **not be allowed** and you will forfeit any payment made.

### Education Classes, Seminars and Other Programs

Sheridan policy: If you pay in advance with a credit card or check, cancellations along with full refunds are allowed no later than 1 week (7 days) before the event starts. Cancellations less than 7 days before the event carry a \$50 cancellation fee. In other words, a full refund will be made minus a \$50 cancellation fee. Once the program starts, cancellations (no shows) carry a \$100 cancellation fee.

### Processing a Cancellation/Refund

Any time before the event starts, click on the sign-up link for the event and from the Reservation dropdown select "Cancel". Your cancellation is immediate.

If you paid for your reservation by credit card and want to request a refund or, if you have questions about our cancellation and/or refund policy, please use the form found on our **Contact Us** page.

Thank you.