



## Event Cancellation- Annual Conference

*\*SUBJECT TO CHANGE PER DISCRETION OF NJAHPERD STAFF*

**Presenter** cancellation requests must be submitted in writing to Carol Ciotto, Executive Director, [executive\\_director@njahperd.org](mailto:executive_director@njahperd.org) &

**Vendor, Member & Non-member** cancellation requests must be submitted in writing to Ellen Benham, Business Manager/Treasurer, [admin@njahperd.org](mailto:admin@njahperd.org)

In addition:

- All refund requests must be made by the member, school/college, or credit card holder.
- Refund requests must include the name of the member, member number, transaction details, and documentation.
- Credit Card payments will not be refunded to the card; a paper check will be sent via USPS.

\* Credit Card fees associated with purchase(s) cannot be refunded. \*

A **\$25.00 cancellation/processing fee** will be applied to cancellations **after the close of registration.** (February 24th) \*

### Registration Substitutions:

You or your school may substitute your registration with another person if you are no longer able to attend.

Substitution requests must be emailed to [admin@njahperd.org](mailto:admin@njahperd.org)

If you are registered at the member rate, but your substitute is not a current member of NJAHPERD:

- The substitute must join/renew their membership.
- The Substitute must register for the Conference ONLINE using the PAY WITH PURCHASE ORDER OPTION.
- Once registered the Substitute will notify NJAHPERD so we can transfer the payment information between registrations.

OR

- The Substitute can also opt to register at the Non-Member rate and pay the difference between registrations.



## **Additional - Tips:**

If you need to cancel or substitute your registration, do it before **February 24th**.

Any questions regarding the cancellation policy, membership, or substitutions may be directed NJAHPERD:

- Phone: 203-679-1568
- Email: [executive\\_director@njahperd.org](mailto:executive_director@njahperd.org)
- Email: [admin@njahperd.org](mailto:admin@njahperd.org)

Or email for more direct assistance on:

### **Presenter questions**

- Carol Ciotto, Executive Director - [executive\\_director@njahperd.org](mailto:executive_director@njahperd.org)

### **Vendor, Member & Non-member Policy questions**

- Ellen Benham, Business Manager/Treasurer - [admin@njahperd.org](mailto:admin@njahperd.org)