



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

Vendor, Member & Non-member cancellation requests must be submitted by February 3, 2025, in writing to Ellen Benham, Business Manager/Treasurer, admin@njahperd.org

A \$50.00 cancellation/processing fee will be applied to all cancellations.

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. *

Cancellations will not be accepted after February 3, 2025

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

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:

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

- Phone: 203-679-1568
- Email: executive_director@njahperd.org
- Email: admin@njahperd.org

Or email for more direct assistance on:

Presenter questions

- Carol Ciotto, Executive Director - executive_director@njahperd.org

Vendor, Member & Non-member Policy questions

- Ellen Benham, Business Manager/Treasurer - admin@njahperd.org

No shows will not be refunded. Districts paying with a PO will still be expected to pay. If you need to cancel or substitute your registration, do it before **February 3rd**.