

Wisconsin Society of Gastroenterology Nurses and Associates

POLICY: Educational Refund and Cancellation Policy

PURPOSE: To outline both the refund process for non-attendance and the process for notification of cancellation to registrants of an educational program for which the Wisconsin Society of Gastroenterology Nurses and Associates is the continuing education provider.

Refund for non-attendance

- A. Refunds for cancellation, minus a \$25.00 handling fee, will be allowed up until registration closes for your ticket type for the event.
- B. No refunds will be granted after the event registration ends.
- C. Requests for refunds must be made in writing, via email or postal service, to the registrant of the event.

Course Cancellation Notification

- A. Should an educational offering be canceled once the individuals have registered, those individuals will be notified via email of the cancellation.
- B. Notification shall be provided to course registrants within 24 hours of the course cancellation.
- C. Should an educational offering be canceled, the full registration fee, minus any handling fee charged by our online registration vendor, will be refunded to members via a check issued by WGSNA.

Approved by WSGNA Board 1/21/17; 2/22/19

