



## Conference Registration Cancellations and Refunds Policy

If payment is made by credit card, a credit will be issued to your credit card account; otherwise, a refund check will be issued.

- Requests received by February 28, 2019 will incur a 25% cancellation fee.
- Requests received by May 5, 2019 will incur a 50% cancellation fee.
- Requests received after May 5, 2019 forfeit the registration fee. No refunds.
- Cancellations submitted after May 5, 2019 may not be processed until three weeks after the conference
- At the discretion of the PBD, cancellations due to extenuating circumstances may be refunded the amount indicated in the previous date range.

Cancellation or request for changes must be made in writing and received no later than **Wednesday, May 15, 2019**. Please send requests by e-mail to [staff@phibetadelta.org](mailto:staff@phibetadelta.org).