



**2019 Telecommunicator
Training Symposium**
BUILDING LEADERS FOR THE FUTURE

Cancellation / Refund / Substitution Policy

If something comes up and you simply can't attend, cancellations and requests for refunds must be received in writing no later than 15 calendar days before the beginning of the event.

Refunds will be processed less a \$75 administrative charge. Substitutions between attendees will incur a \$25 administrative charge. No refunds will be granted less than 15 calendar days before the event, or for no-shows.

We would hate for you to miss our event, but if you must, requests should be submitted in writing via email to the Chapter Treasurer.

Substitutions may be made at any time. If you wish to substitute a participant, please contact the Chapter Treasurer at the earliest opportunity. Substitutions will be subject to a \$25 administrative charge.

All approved refunds will be made within 60 days of the event.