

FASFAA Workshop or Conference Cancellations and Registration Transfers

The following procedures should be adhered to when requesting the following transactions. Keep in mind a few things:

- Check for the deadline of the event. Requests for cancellations/transfers **must** be received by the Treasurer by that date. For consideration after the deadline, direct your inquiry to the chair of the event. Remember that FASFAA has often reserved room space, food, hotel, etc. based on a guaranteed number of registered participants, and we still pay for you even if you are a no-show.
- The Chair should notify the Treasurer of last minute changes.
- Membership fees are non-refundable.

Canceling Your Conference Registration

Request for Refunds or Cancellations-All refund requests will be honored if received by the Bookkeeper no later than 7 days prior to the conference. Otherwise all fees are nonrefundable but are transferable to another attendee for the same conference.

If you are canceling your conference registration:

- 1) Complete a "FASFAA refund request form"
- 2) Mail completed request to:
FASFAA Treasurer
4905 34th Street South, #334
St. Petersburg, FL 33711
- 3) A reimbursement check will be mailed to the individual or company provided on the form.

Registration Transfers

If you are transferring registrations:

- 1) Follow the directions for "canceling your conference registration" above.
- 2) The refund will be sent by the Treasurer to the person or company indicated on the form.
- 3) New person should register for the conference and provide a new payment.