



American Pediatric  
Surgical Nurses Association Inc.  
*Safety and Excellence in the Surgical Care of Children*

**POLICY AND PROCEDURE**

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| <b>PAGE:</b> 1 of 1  | <b>REPLACES POLICY DATED:</b> N/A       |
| <b>EFFECTIVE DATE:</b> September 24, 2015                              | <b>APPROVED BY:</b> APSNA BOD 2015-2016 |
| <b>NEXT REVISION:</b> September, 2018                                  |   |
| <b>POLICY DESCRIPTION:</b> Conference Registration Cancellation Policy |   |
| <b>REVIEWED:</b> 10/16   | <b>REVISION:</b>                        |

**STATEMENT OF POLICY:**

If a conference attendee is unable to attend conference, the attendee is welcome to send a substitute with identical registration type for no additional fee.

All cancellations with request for refund must be received in writing and must be postmarked or electronically submitted 30 days prior to the conference. A \$50 administrative fee will be assessed for those cancellations. No refunds will be made following that date.

In the case of medical emergency, death of a family member, or other unforeseen hardship, the request for a refund must be submitted to the Executive Committee who has the authority to waive or amend an individual refund on a case-by-case basis.