



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

**POLICY AND PROCEDURE**

<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, 2020	
<b>POLICY DESCRIPTION:</b> Conference Registration Cancellation Policy	
<b>REVIEWED:</b> 10/16	<b>REVISION:</b> 9/2018

**STATEMENT OF POLICY:**

If a registered conference attendee is unable to attend the annual scientific meeting, the attendee may send a substitute with identical registration type for no additional fee after providing notice to and receiving approval from APSNA. This must be done within 30 days of the first day of conference.

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 will be forwarded to the Executive Committee who has the authority to waive or amend an individual refund on a case-by-case basis.