

2023 CASE WINTER LEADERSHIP CONFERENCE PAYMENT AND CANCELLATION POLICY

PAYMENT POLICY: By registering for this CASE event, you understand that **payment is due no later than Friday, January 20, 2023**. Additionally, if your registration fee has been invoiced at the CASE member rate and your membership status is not current by January 20, 2023, CASE reserves the right to update your registration fee to the non-member rate and adjust your event registration invoice accordingly.

CANCELLATION POLICY: In the event payment is NOT received in the CASE Office by the close of business on January 20, 2023, **CASE reserves the right to cancel your registration**. If your registration is canceled by CASE due to nonpayment, CASE will contact you via the email address provided on your registration to inform you of this action.

In the event *you* must cancel your pre-conference and/or conference registration, the following fees and conditions apply.

1. If you cancel your registration:
 - before the close of business on Friday, December 9, 2022 – a \$30 cancellation fee will apply.
 - between Saturday, December 10, 2022, and Friday, January 20, 2023 – a \$60 cancellation fee will apply.
 - after January 20, 2023 – due to guarantees that are committed to the hotel and vendors in advance, CASE is unable to grant refund requests, except in the event of road closure(s), flight cancellations, your school or district closing due to weather, a COVID diagnosis, or a medical/family emergency pertaining to the attendee or the attendee's immediate family – a late cancellation fee of \$75 will apply.
2. Notice of cancellation and requests for refund must be submitted via email to: jhodgson@co-case.org.
3. Registration may be transferred from one person to another upon approval from the CASE office, and prior to 4:30 pm on Friday, February 3, 2023. Registration may not be split between participants at any time.
4. Refunds requested after **Thursday, February 23, 2023**, will not be considered.

REGISTRATION CHANGES: If you require assistance to change your registration, please contact Jeri Hodgson at (303) 762-8762 ext. 100 or jhodgson@co-case.org.

QUESTIONS: Please visit the CASE website at co-case.org or call the CASE office at (303) 762-8762.