

CPHR Manitoba Professional Development Cancellation, Refund & Transfer Policy

All cancellation requests must be received in writing to events@cphrmb.ca

Refund Schedule:

Cancellation Request	Refund
14 days or more before start date	100%
7-13 days before start date	100% less \$50 admin fee
Less than 7 days before start date	No Refund

A substitute attendee can be sent at no charge. Should your alternate cancel at any time, the registration fee will be forfeited.

Registrants who fail to attend on the day of the event are liable for the entire registration fee.

CPHR Manitoba reserves the right to change/modify or cancel any event. CPHR Manitoba's liability is limited to the paid registration fee and will not be liable for incidental costs including (but not limited to) hotel and airfare.

All CPHR Manitoba events will follow this policy unless otherwise specified on registration page. Examples of events where the cancellation policy may differ are: prep course, conference, exam.