



Cancellation Policy

To best serve the needs of our members, payment in full for all educational offerings is due at the time of registration. We understand from time to time that members may not be able to attend a LeadingAge Michigan event that they have registered for. In this circumstance, we ask members to send a replacement and let the association know via [email](#) with as much advance notice as possible. If a replacement cannot attend, LeadingAge Michigan will do our best to issue an event credit equal to the registration amount minus any hard costs such as food, etc. with advance notice. No-shows will **not** receive credit toward a future event.

Non-members who are unable to attend an event they have registered for may also send someone in their place and should notify LeadingAge Michigan as soon as possible via [email](#). Non-members providing more than seven days notice prior to the event will receive a credit equal to 50% of the paid registration fee. Cancellations with less than a full week's notice prior to the event and no-shows will not receive any credit toward future events.

Cancellations and replacements must be submitted to info@leadingagemi.org and will be acknowledged by return email. We cannot accept cancellations by phone. Event credits may be used at future LeadingAge Michigan educational events **within 12 months of the original event date.**