



Minnesota Rural Electric Association

11640 73rd Avenue N | Maple Grove, MN 55369 | p: 763-424-1020 f: 763-424-5820 | [www.mrea.org](http://www.mrea.org)

### **MREA/REMA Cancellation/Substitution Policy**

1. Cancellations up to 4 business days prior to start of program may:
  - Immediately transfer their registration to another employee.
  - Receive a refund, less a \$25 cancellation fee.
2. Cancellations less than 4 business days prior to start of program may:
  - Immediately transfer their registration to another employee.
  - Receive a 50% refund of the registration fee.
3. Cancellations not made prior to the first day of the program will be charged the full registration fee. A substitute may be sent to the first day of the meeting in place of the original attendee.
4. MREA will notify attendees if an event is cancelled due to inclement weather. In the event MREA does cancel an event due to weather, refunds will be sent for those pre-paid attendees. If an attendee cancels due to weather and MREA continues to hold the event, the above cancellation policy will apply.