



ASSOCIATION FOR  
**Orientation • Transition • Retention**  
IN HIGHER EDUCATION

## 2019 Extended Orientation Institute Cancellation Policy

If you need to cancel a registration, please email [noda@umn.edu](mailto:noda@umn.edu) with the specifics of your cancellation request.

All institute registration cancellations received by the NODA Association Office before 4:00 p.m. CST, November 6th, 2019 will be honored and processed within 30 working days. Each institute registration cancellation will be assessed a \$100 processing fee, and the amount refunded will reflect that fee. Cancellations received after 4pm CST on November 6th, 2019 will not receive a refund as a result of costs incurred to the Association.

You are considered registered for the NODA Extended Orientation Institute if you complete the registration, regardless of payment status. Refunds will not be granted for no-shows. You are considered a no-show if you either do not show for the conference, or have not notified NODA of your cancellation by the time the registration 'check-in' opens at the Institute. You will be held accountable for the cost of your registration if you are registered, even if you are a no-show and have not paid. Institute organizers cannot accept refund requests that result from cancelled flights and/or natural disasters. In addition, NODA membership fees are non-refundable at any point after purchase.

Members assume responsibility for notification and verification of receipt by NODA. By registering for this event, you acknowledge agreement to the policy stated above as well as consent to NODA's use of photos taken during the event.