

	Refund Policy
	Policy ID# FIN009
	<b>Status:</b> approved
	<b>Date:</b> May 14, 2012

**Policy Statement:**

The Fort Worth PMI Chapter strives to be fiscally responsible and treat our members with fairness. In many cases, events require the purchase of food and this is based on the number of registrations. If insufficient notice is given, the Chapter is still liable for the cost of the food and materials. This policy helps the Chapter plan more efficiently.

**Guidelines:**

All refunds will be issued according to the following:

1. Those who registered and paid for an event may be entitled to a refund if sufficient advanced notice is given in writing. As follows:
  - a. 100% refund if cancellation is received seven days prior to start date
  - b. 50% refund if cancellation is received more than 3 but less than 7 days in advance
  - c. No refund will be issued if the cancellation is 3 days or less in advance
2. Those who registered may cancel their registration via the website.
3. Refunds will be issued in the same form of payment received.
4. If payment was made by check, there will be a 14 day delay in processing the refund.
5. Those who cancel will not be entitled to receive presentation materials.
6. Refunds must be requested within five (5) days of the event start date. Requests for refund received after that time will not be granted.
7. Those who no-show for an event are not entitled to a refund.

**Responsibility:**

The final authority for this policy is the VP of Finance.