

## **Cancellation Policy**

*By registering for an event, you agree to the following policies:*

**Once an online registration is received, payment is due and payable right away.**

Payments can be made via credit card or check. Purchase orders are accepted, but registrants must submit the appropriate paperwork to their administration for payment. Payments are not considered paid until the actual payment is received.

### **Cancellation, Refund & Substitution Policy**

Refunds are provided based on the following schedule:

31 days prior to event: \$25 processing fee

16-30 days prior to event: \$50 processing fee

1-15 days prior to event: **No Refunds**

No Shows at event: **No Refunds**

**Submit all cancellation requests to OATFACS via email under Contact tab**

All registration cancellations and refund requests must be made in writing and if within the timeframe of the policy will be remitted in the same form as the payment was received. Allow 30 days for cancellations to be processed. Refunds are not granted 1-15 days prior to an event, this includes no-shows.

Substitutions are accepted at any time. Substitutions must be submitted prior to the event via email to OATFACS. Include the original registrant and email address and the substitute registrant and email address. Onsite substitutions must include a written substitution request from the original registrant. Badge sharing, splitting, and reprints are strictly prohibited.