## **Cancellations**

All requests for cancellations for attendance to the CASA Educational Training Seminar must be received in writing at casafdo@outlook.com and are subject to an assessment fee according to the schedule below:

- Requests received by April 1<sup>st</sup> of the respective conference year, are fully refundable.
- Cancellations received after April 15<sup>th</sup> of the respective conference year will be non-refundable, except in cases of documented medical emergencies. Substitutions will be permitted without penalty.
- Refunds will not be issued for no-shows.

## **Substitutions**

Replacement of a registered attendee by a business colleague/co-worker will be accepted. Substitutions must be submitted in writing to casafdo@outlook.com

## **Meeting Cancellation**

CASA reserves the right to cancel any program at its sole discretion, whereupon all registration fees will be refunded within 10 business days. CASA is not responsible for any other costs incurred due to a cancellation.

## **Membership Dues**

Annual membership dues are non-refundable.