



## HRPA Professional Development Cancellation, Refund & Transfer Policy

All cancellation requests must be received in writing to [professionaldevelopment@hrpa.ca](mailto:professionaldevelopment@hrpa.ca).

Refund Schedule: (*Cutoff Date is 7 Days Before the Start Date*)

<b>Cancellation Request</b>	<b>Refund</b>
14 days or more before start date	100%
7-13 days before start date	100% less \$50 admin fee
Less than 7 days before start date	No Refund
Live and on-demand webcasts	No Refund

Transfer to another program offering is allowed only once 7 days prior to event cutoff date, after which time the registration fee will be forfeited.

A substitute attendee can be sent at no charge. Should your alternate cancel at any time, the registration fee will be forfeited.

Registrants who fail to attend on the day of the event are liable for the entire registration fee.

HRPA reserves the right to change/modify or cancel any event. HRPA's liability is limited to the paid registration fee and will not be liable for incidental costs including (but not limited to) hotel and airfare.