



## 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 9 Calendar Days Before the Start Date)*

### Online Events:

Event Type	Cancellation Request	Refund
Certificate & Workshop	14 calendar days or more before start date	100%
Certificate & Workshop	9 -13 calendar days before start date	100% less \$50 admin fee
Certificate & Workshop	Less than 9 calendar days before start date	No Refund
Live Webinar, On-Demand Webinar, Micro - Credentials		No Refund

**Transfer** to another program offering is allowed only once 9 calendar 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.

### In person Events:

Event Type	Cancellation Request	Refund
Free Chapter Events	9 calendar days before the event date	Registration will be cancelled without penalty.
	Less than 9 calendar days before event date	A \$50 + tax no show fee will be charged. Non-member will not be reimbursed

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