



## **JSMP Cancellation and refund policy for paid events**

Updated 08-29-2018

### **JSMP Cancellation and refund policy for paid events**

Cancellations/Refunds for registration fees will be granted under the guidelines listed below. All requests for refunds must be made in writing to the JSMP Executive Director (emails will be accepted as written documentation).

- Four weeks prior to the start of the scheduled meeting – full refund minus \$25.00 processing fee.
- Three weeks prior to the start of the scheduled meeting – 50% refund minus a \$15.00 processing fee.
- Less than two weeks prior to the start of the meeting – 0% refund
- Extenuating circumstances due to death of an immediate family member will be evaluated by the program committee