

# **Association of Government Accountants Montgomery Chapter Cancellation and Refund Policy**

## **Payment Method:**

### **Credit Card**

We accept the following: VISA and MasterCard

### **Money Orders, Bank Drafts, Personal/Certified/Cashier/Company Checks**

These payments must be drawn on a US bank and made payable in US Dollars to AGA Montgomery Chapter.

***Payment by mail-Please do not send in cash.*** Members' names and telephone numbers (including area code) must be included with all payments.

### **On-site Payments**

Registrants will be charged the applicable on-site rates.

### **Event Cancellation by AGA**

AGA Montgomery Chapter reserves the right to cancel an event due to low participation or other circumstances which would make the event non-viable.

If AGA cancels an event, registrants will be offered a full refund.

Should circumstances arise that result in a postponement of an event, AGA has the right to issue a refund or transfer registration to the same event at the new, future date.

### **Event Cancellation by Registrants**

Unless specifically stated on event registration material, the deadline to cancel registration and request a refund is 30 business days before the event.

Notice of cancellation and refund request must be submitted in writing only and must be received by the stated cancellation deadline. Emails and faxes are acceptable. Refer to the applicable event information for the appropriate contact person.

*An invoice will be issued and due for the full registration fee if a cancellation request is received on or after the conference date.*

## **Refund Policy**

**Dues:** All dues paid to the Association of Government Accountants (AGA) shall become the property of the Association and are non-refundable.

**Conference Registration:** Requests for refunds of fees associated with conference registration must be made 30 days prior to start of the event.

## **Monthly Lunch Meetings**

Registrants who have a reservation but do not attend the luncheon and do not find a replacement will be responsible for the price of the luncheon event.

An invoice will be emailed or mailed to the registrant. Member will not be allowed to register for **any** AGA events if payment is not received within 60 days after receipt of an invoice.

## **Issuing a Refund**

If the refund is to be made payable to an organization, please include the organization's name and tax identification number.

All refunds must be requested by the registrants or credit card holder.

Requests for refund on the day of or following the monthly meeting will not be honored.

All refunds will be made via check.

Refunds will be issued approximately thirty days after the event. Any concerns regarding refunds can be addressed to the event chair person or the Chapter President.

## **Refunds in case of emergency:**

These will be handled on a case by case basis by the Chapter Executive Committee (CEC) via the Chapter President.

## **Substitutions:**

Registrants may substitute another person in their absence at no additional charge.

***These policies apply to all AGA Events unless otherwise noted in the event registration material. Please read all individual event information thoroughly.***