

OATFACS/Ohio ACTE

Event Cancellation Policy

By registering for an event, you agree to the following policies:

- Once an online registration is received, payment is due and payable right away.
- Payments can be made through credit card or check.
- Purchase orders are accepted, but registrants must submit the appropriate paperwork to their organization for payment. Payments are not considered paid until the actual payment is received.

Cancellation, Refund & Substitution Policy

Refunds are provided based on the following schedule:

- 31 days, or more, prior to event: \$25 processing fee
- 16-30 days prior to event: \$50 processing fee
- 1-15 days prior to event: No refunds

Submit all cancellation requests to OATFACS via email

All registration cancellations and refund requests must be made in writing and, if within the timeframe of the policy, will be remitted in the same form as the payment was received.

Allow 30 days for cancellations to be processed.

Refunds are not granted 1-15 days prior to an event, and includes no-shows.