

# CANCELLATION/REFUND POLICY

- Cancellations submitted to the contact formats outlined below by **October 30th** will receive a refund minus an administrative fee of \$50 for processing purposes. Refunds will be credited to the form of payment used at the time of registration. *(i.e., Credit Cards credited to the card or Purchase Orders refunded as a check mailed)*. Cancellations submitted after October 30th will be considered a non-refundable contribution.
  - If the refund deadline has passed, TASP will consider offering a complimentary registration for a comparable/equal future professional development event within one year of the missed event, with a deduction for the processing fee stated above in the cases of death, illness, or accidents.

- In order for this clause to be considered the individual must provide a detailed request in writing and any supporting documentation at the discretion of the individual to the TASP office to support the reason for the late request within two weeks of the event.
- Weather events are not considered special circumstances. TASP is fiscally responsible for all events and cancellation of events is in consideration of the force majeure policies defined by event venues.

- All cancellation requests must be made in writing and include the registrant's name and membership number in either of the following formats:
  - Mail Letter and supporting documentation (if applicable) to Texas Association of School Psychologists. 14070 Proton Road, Suite 100, Dallas, TX 75244
  - Email and attach supporting documentation (if applicable) to TASP Business Manager - [bizmgr@txasp.org](mailto:bizmgr@txasp.org)