



## IALEP REFUND POLICY

Effective November 1, 2014, the IALEP Executive Board approved the following Refund Policy for the IALEP Planner's Course and annual IALEP Training Conference:

- A. A full refund of the set fee if the registered attendee submits a written cancellation request 45 days or more before event, or anytime in event of serious medical issue/death of attendee and/or immediate family;
- B. A 50% refund of the set fee if the registered attendee submits a written cancellation request between 45 days and two weeks prior to the event;
- C. No refund of the set fee if the registered attendee submits a cancellation request within two weeks or less of the event.

To enquire about refunds, please contact the IALEP Office Coordinator – Denise Thurston at [office@ialep.org](mailto:office@ialep.org)