

## CANCELLATION and REFUND POLICY

### Event Cancellation by Sponsor

The Resource Planning Summit (RPS) reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.

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

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

### Registration Cancellation or Transfer by Participant

Unless specifically stated on registration materials, the deadline to receive a **full refund** for your registration is 60 business days before the start of the event.

Transfers will be accepted via written consent by registrant up until the start of the event. Please include new registrant in your written request. For transfers please contact [info@resourceplanningsummit.com](mailto:info@resourceplanningsummit.com)

Registration cancellations received between 30 days of start of the event but after full refund deadline may be eligible to receive a **50% refund** for registration fees paid.

Cancellations received after the stated deadlines and within 30 days of start of event **will not be eligible for a refund**.

Refunds will not be available for registrants who choose not to attend an event.

Cancellations will be accepted in writing only and must be received by the stated cancellation deadlines.

All refund and transfer requests must be made by the attendee or credit card holder.

Refund requests must include the name of the attendee and/or transaction number.

Refunds will be credited back to the original credit card used for payment.

These above policies apply to all Resource Planning Summit Events and Online Sessions, unless otherwise noted in the corresponding event materials. Please read all individual event information thoroughly.

**We are Sorry You Will Not be Joining Us**