

ASCM Massachusetts Minuteman Cancellation Policy For Education Classes, Seminars and Other Programs

Seminars, Classes

ASCM Massachusetts Minuteman reserves the right to cancel any class, seminar or other program for any reason at any time.

Registrants for classes and/or seminars will be notified by phone or email before the event start date / time and all collected fees will be refunded except those fees associated with materials in customer's possession.

- Seminar or class reservations made by customers may be canceled subject to the following:
 1. For cancellations made prior to 14 days (day 15 or more) before an educational seminar or class start date will have all collected fees refunded. Notice must be received in writing via e-mail to the class coordinator. Please be sure to reference the specific course, location, and date.
 2. Cancellation notices for seminars or classes received less than 14 days but more than 3 days before scheduled event are subject to a \$100.00 cancellation fee. Notice must be received in writing via e-mail to the class coordinator. Please be sure to reference the specific course, location, and date.
- No refunds will be made for cancellations received 3 days or less prior to a class.
- If you fail to attend a class for which you were registered, without notifying ASCM Massachusetts Minuteman as above, your class fees will be forfeited.
- ***Substitutions:*** You may substitute another person in your place for any class that you have registered and paid for, at any time, up to and including the first class session. Prior notification to ASCM Massachusetts Minuteman of your intention to make a substitution is desired but not mandatory.

In exceptional cases, Chapter management may authorize a credit for a future class on the instructional portion of the fees paid. Material costs are strictly non-refundable.

Professional Development Meetings (PDMs)

Cancellations will be honored, and refunds made for cancellations prior to 7 days before the PDM. No refunds for cancellations after 7 days prior to PDM.